GEORGE BROWN

The City College

Continuing Education

Spring & Summer 1988

For Sailing Courses See page 5.

GEORGE BROWN

CollegeFest

MORE THAN AN OPEN HOUSE

Thursday April 21, 1988 – 10 a.m. to 9 p.m.

George Brown CollegeFest is more than a usual open house. It's a three-campus day of education and entertainment.

You'll have a choice of visiting George Brown's St. James, Casa Loma and Kensington Campuses. Whether you choose to visit one campus or all three, stay for an hour or the full day, it'll be time well spent.

Program highlights:

- Career Forums featuring professionals from Business, Graphic Arts, Health Sciences, Fashion, Hospitality, Technology and Community Services fields
- guided campus tours
- theatre performances
- cooking demonstrations
- free fitness and blood pressure testing
- dance performances
- demonstrations of everything from ceramic wheel techniques and jewellery-making to the use of computer aided design equipment
- furniture and fashion design displays
- graphic art exhibit
- book sale

The City College

Free refreshments.
Free shuttle bus service from campus to campus.
And admission's free, too.

For more detailed information about CollegeFest, please call George Brown College at **947-9914**

HOW TO REGISTER

George Brown College makes it easy for you to register by offering two convenient methods of registration.
Register as soon as possible because enrolment is limited and registrations are accepted on a first-come, first-served basis.

IN PERSON

Full details on in-person registration appear on page 68. See back cover for the location and hours of our admissions offices.

BY MAIL

Use the registration form on page 69. See page 68 for full details on mail registration.

ESPECIALLY FOR SENIORS

Writing for Fun and Profit **Eng 919**

A special daytime offering of this popular course with a special emphasis on topics of interest to seniors.

April 12 – June 27, Tues. 2 to 5 p.m., Casa Loma Campus
36 hours Fee: $45.00

See page 16 for course description.

Conversational French **LT 805**

An introductory course in French with a special emphasis on the needs and interests of older adults.

April 20 – July 20, Wed. 2 to 5 p.m., Casa Loma Campus
42 hours Fee: $52.50

See page 20 for course description.

For information about the following activities for seniors, please call Susan Rudin, Community Outreach Department at 967-1212, ext. 2405 or 2248 or call 947-9914.

- George Brown College Seniors Association
- Elderhostel
- Seniors as tutors on campus
- Courses offered in the community

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George Brown College – Harbourside Sailing School Instructor Paul Sesto cruises Toronto's waterfront with students.

Cover photo: Mark Rubin

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20th Anniversary
George Brown The City College

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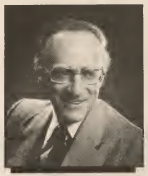


Have you ever wondered how magazines are designed and printed? Or how you can tell if you're physically fit ? Or how a fashion designer's creation becomes a finished garment?

These complex and fascinating operations are normally hidden from public view. But on Thursday, April 21, 1988, they will be unveiled when George Brown College opens its doors to the public to celebrate its 20th Anniversary.

Our CollegeFest is much more than an open house. Visitors will see everything from computerized design to cooking. They will also be able to watch theatre and dance performances, have their blood pressure tested, and hear about career opportunities in business, health sciences, technology, graphic arts, hospitality, community services and fashion - from the experts.

For more information about CollegeFest see the notice on the inside front cover of this directory.

I invite you to join us for this special day. You're welcome to drop in for an hour, or spend the whole day exploring the College. It will be an education in itself.

D. E. Light

D. E. Light
President

Personal Development

Gain Confidence/Overcome Shyness

CE 876

Learn to relax and enjoy meeting new people. You can overcome shyness by understanding the 10 keys to self-confidence. The course also shows you how and where to meet people and how to start a conversation and keep it going. Instructor: Howard Jones has worked extensively in the human relations field. He has presented seminars and workshops in confidence building, problem-solving and relationships to a wide variety of audiences. Howard has developed and taught self-development courses at George Brown College for the past five years.
Tues. 6:30 to 9:30 p.m.
Kensington Campus
9 hours Fee: $43.00
April 19 to May 3

Assertiveness Training I

CE 824

Shows you how to express yourself with confidence, tact and sensitivity. In an informal group setting where everyone's comments are welcome, you learn to relax and be yourself, get and keep the respect of others and refuse unwelcome requests.Instructor: Margaret Code is president of the consulting firm Margaret Code Associates. With many years of experience in human resources management and a Master's degree from Harvard University, Margaret is an expert in enhancing individual and organizational effectiveness.
Mon. 6:30 to 9:30 p.m.
Casa Loma Campus
24 hours Fee: $81.00 Materials: $3.00
April 18 to June 13

You and the Law

Small Claims Court: You're on Your Own

HS 800

This course is designed to introduce rules of procedure in Small Claims Court, and to provide a basic understanding of the steps involved in pursuing and defending a suit. Topics covered include: instituting a lawsuit, rules of evidence, rules of the Court, trial preparation, cross-examinations and enforcement of judgment. Students participate in mock proceedings which include preparation of claims, defences, pre-trial conferences and trials. Instructor: Richard Elliot Austin, LL.B., M.B.A.
Thurs. 6:30 to 9:30 p.m.
Nightingale Campus
6 hours Fee: $27.00
May 5 to 12

Automotive

Know Your Car (Part I)

CAR 800

This course discusses the major maintenance requirements of any car, easy to perform spot checks and tasks like changing a flat, starting a stubborn engine and dealing with the garage mechanic if repairs are really needed. Learn when to replace tires, batteries and brakes and get dozens of tips that help save money and lengthen the life of your car.Instructor: Don McQueen has had a class "A" licence with an interprovincial seal for more than 10 years. He has also studied disc brakes, diesel engines, and electronic ignitions.
Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
12 hours Fee: $48.00
April 21 to May 12

Know Your Car (Part II)

CAR 801

Prerequisite: Know Your Car (Part I) or equivalent.
A more advanced study of your car's different systems. Specific topics include: the lubrication system, types and grades of oil, how to change the oil and oil filter, winter starting aids and accessories, the braking system, selecting tires, changing a tire, the exhaust system and how to check for leaks, how to check and adjust the clutch, the suspension system, replacing shock absorbers, rust proofing, and replacing headlights and bulbs.Instructor: Don McQueen
Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
12 hours Fee: $48.00
May 19 to June 9

Antiques

How to Buy Antiques

CE 817

Whether you are interested in collecting antiques for investment or pleasure, this course helps you learn more about the booming antique market. You are taught to recognize different styles and periods of furniture, china, glass and silver, and how to discern quality and craftsmanship.Instructor: Marion Heller holds a diploma in fine and decorative arts from the New Academy of Art Studies in London, England and has completed a decorative arts course at the study centre of the Victoria and Albert Museum.
Tues. 7 to 9 p.m.
Casa Loma Campus
12 hours Fee: $43.00
April 19 to May 24

Canadiana Furniture and Collectibles

CES 860

Learn to identify and evaluate the many forms of Canadian furniture from the 18th through the 19th century. Students are introduced to antique furniture from Upper Canada, Lower Canada and the Maritimes. Tools, woodenware, kitchen utensils and quilts are also presented. Examples are brought to class to study and a field trip is planned for the last week.
Tues. 7 to 9 p.m.
St. James Campus
16 hours Fee: $64.00
April 19 to June 7

Homes

Buying Your First Home

RE 801

This course is designed for first-time buyers whether purchasing a new or resale home. Topics examined include: what you can afford to buy; determining needs and wants; mortgage financing; choosing a real estate agent, home inspector and lawyer; offers to purchase; and hidden closing costs.Instructor: Alan Silverstein is a Barrister and Solicitor as well as author of two best-selling books: "Hidden Profits in Your Mortgage" and "Home Buying Strategies."
Sat. 10 a.m. to 3 p.m.
St. James Campus
5 hours Fee: $24.00 Materials: $15.00
April 23

Condominiums

CE 869

Before you buy, let this course show you the advantages and disadvantages of owning a condominium in comparison to buying a single family dwelling. Topics covered include: various styles of condominiums, how to choose a good building, legalities of buying, renting your condominium,

financing, price ranges, cooperatives, and trends in the Metro area. Instructor: Marilyn Rothman is a real estate broker with her own company, which specializes in residential sales and leasing in the Metro area. She is a member of the Toronto Real Estate Board and the Ontario Real Estate Association.
Sat. 10 a.m. to 3 p.m. St.
James Campus
5 hours Fee: $23.00 Materials: $3.00
May 14

Hidden Profits in Your Mortgage
CES 867

Save thousands of dollars with your mortgage as Canada's "Mortgage Magician," Alan Silverstein, brings his bestselling book to the classroom. Discover the different mortgage features available, and the best type of loan to arrange. Learn how the POPS principle – Paying Off Your Principal Sooner – will make you mortgage-free years faster. A must for every home buyer and home owner.
Sat. 10 a.m. to 4 p.m.
St. James Campus
5 hours Fee: $36.00 Materials: $15.00
April 30

Basic Home Repairs
CES 825

Learn to keep living spaces in good working order. Subjects covered include: keeping water in and out, furnace maintenance, repair of electrical plugs and switches, repair of plaster and drywall, hanging of objects, painting, wallpapering, installation of tiles, and caulking bathtubs and showers. Question and answer time is an important part of the course. Recognized experts speak on their specialties as schedules permit.
Thurs. 7 to 9 p.m.
Casa Loma Campus
12 hours Fee: $44.00
April 28 to June 2

Fitness

Certificate Courses

Certified Fitness Appraiser
FIT 901

Prerequisite: Post-secondary training in fitness, or permission of instructor.
This course is designed to meet guidelines required to apply to write the CFA examinations in Ontario. Under the direction of a CFA, apprentices complete a minimum of three months work experience which include 120 hours in fitness appraisal and exercise counselling. These hours include a minimum of 25 hours in each of the following areas: testing, interpretation and counselling, prescription. Formal evaluations, in a practical testing situation, are carried out three times during the course. The CFA and CFA apprentice must jointly submit applications to the CFACA requesting permisison for students to write the CFA exam.
Tues. (plus additional times TBA) 6 to 9 p.m.
Casa Loma Campus
120 hours Fee: $150.00
Fall, 1988

Introduction to Fitness Instruction
FIT 900

Develop skills in fitness leadership. Subjects covered include: basic physiology, anatomy and the effects of exercise, contraindications, components of a fitness class, the role of leadership, basic nutrition, and senior adult fitness. The course is run in collaboration with the Jewish Community Centre and is held at their northern branch, 4588 Bathurst St. Students may register in person at George Brown, Casa Loma Campus Admissions Office or by mail using the mail-in registration form contained in this directory. For further information, please call Eva Karpati at 636-1880.
Wed. 7 to 10 p.m.
4588 Bathurst St.
30 hours Fee: $37.50
April 6 to June 8

Keeping Your Fitness Business Fit
FIT 815

This two-session workshop explores strategic management principles and their application to the business of fitness. Club operators are provided with practical information and strategies for increasing staff motivation and productivity, marketing and promotion, as well as a series of easily implemented operating ideas. The workshops are led by John Frittenburg, president of The JF Group, a management company specializing in commercial recreation.
Mon. 6:30 to 9 p.m.
Casa Loma Campus
5 hours Fee: $50.00
April 18 to 25

Sports

Tennis

Enrolment in tennis courses is limited so students are encouraged to register early. Where possible, video equipment is used to analyse strokes.

Tennis (Beginners)
TENN 800

Learn the art of playing tennis. A beginning game of tennis requires skill in four basic strokes: forehand, backhand, volley and serve.
Fri. 6 to 8 p.m. or 8 to 10 p.m.
St. James Campus
16 hours Fee: $47.00
March 25 to May 20

Tennis (Intermediate)
TENN 802

Course content focuses on various types of forehands, backhands, volleys, serves, and developing a game plan.
Mon. 6 to 8 p.m. or 8 to 10 p.m. or Wed. 6 to 8 p.m.
St. James Campus
16 hours Fee: $47.00
March 21 to May 9
March 23 to May 11

Tennis (Advanced)
TENN 804

This course focuses on advanced knowledge and skills in tennis, paying special attention to various strokes and footwork and strokes used in the game.
Wed. 8 to 10 p.m.
St. James Campus
16 hours Fee: $47.00
March 23 to May 11

Tai Chi
HEAL 800

Tai Chi is an ancient Chinese form of exercise. It consists of a series of controlled, flowing movements which are designed to strengthen muscles and ligaments, improve circulation, increase flexibility and reduce stress. This course introduces the basic principles and movements and is designed for people of all ages and fitness levels. It is presented in cooperation with the Toronto Tai Chi Association.
Tues. 6 to 8 p.m.
Nightingale Campus
16 hours Fee: $44.00
March 15 to May 3

Harbourside — George Brown College Sailing School

Safe The school boats are 24-foot Bluenose sloops, and you spend 2/3 of your time with us sailing them. They have motors, comfortable cockpits and will not tip over. An instructor is always aboard to give individual attention.

Convenient Located in downtown Toronto in the Harbourfront Nautical Centre, 283 Queen's Quay West, just west of The Hotel Admiral. The Spadina 77D bus stops across the street or walk west from the Queen's Quay Terminal. There is parking beside the school, or ride your bicycle.

CYA Certification The Canadian Yachting Association (CYA), sailing's sport governing body, has designed standards and tests for cruising sailors and Harbourside. George Brown students write the Basic Cruising Standard exam as part of the course.

Staff All instructors are CYA certified. They're excellent sailors who stress safety and simplicity in their methods. You'll find them patient, understanding and enthusiastic.

To Register

By Telephone If you hold a VISA, you may call 368-4000 to register. Telephone registration is available Monday through Friday, 10 a.m. to 5 p.m.
In Person You can pay by cash, personal cheque, VISA, Mastercard, Monday through Friday, 10 a.m. to 5 p.m. at: Harbourside — George Brown College, Sailing School, 283 Queen's Quay West, just west of the Hotel Admiral.
By Mail Use the registration form at the back of this directory (see page 68 for complete details). Mail the completed form to Harbourside — George Brown College Sailing School, 283 Queen's Quay West, Toronto, Ont. M5V 1A2.
Make cheques payable to: Harbourside – George Brown College Sailing School.

Transfers and Cancellations

One change of date is allowed, there is a charge for subsequent changes. Fees will be refunded up to 30 days prior to the course except for a $25.00 service charge, $100.00 up to the course start. No fees are refunded after the course has begun. For further information, please call 368-4000.

Basic Cruising Standard Course
CES 870

Prerequisite: None
Specifically designed to blend theory and practice to maximize your learning and enjoyment, this course includes 8 hours of land sessions alternating with 18 hours of sailing. Curriculum includes: nautical terminology, skipper responsibilities, safety equipment and procedures, government regulations, weather, sail theory, docking under power, anchoring and boat maintenance. Intensive sailing exercises enable the beginner to "skipper" on the 5th sail. By writing the Canadian Yachting Association Basic Cruising Standard exam, a nationally recognized certification is obtained. All this is part of the course which includes a text book, C.Y.A. log book and all materials necessary to be successful.
26 hours Fee: $330.00 Seniors: $150.00 (subject to availability)
Sat. and Sun. for 2 Weeks 9 a.m. to 5 p.m. each day Courses start: May 7, May 28, June 4, June 18, July 9, July 16, August 6, August 20, September 10
Holiday Weekend Course *Fri. 6 to 9:30 p.m. Sat., Sun. and Mon. 9 a.m. to 5 p.m. (except July 1 holiday weekend when course begins Thurs.) May 20, June 30, July 29, September 2*
Mon. and Wed.
Weeknights for 4 Weeks *6 to 9 p.m. each evening Courses start: May 9, June 6, July 4, August 1*
Mon. to Thurs. for 2 Weeks *6 to 9 p.m. each evening Courses start: May 9, May 23, June 6, June 20, July 4, July 18, August 1, August 15*
Mon. to Thurs. for 1 Week *9 a.m. to 5 p.m. each day Courses start: May 9, May 16, May 30, June 13, June 27, July 4, July 11, July 18, July 25, August 1, August 8, August 15, August 22, August 29*

Intermediate Cruising Standard Course

Prerequisite: C.Y.A. Basic Standard Course or equivalent experience
Learn to "live aboard" a 27 to 30 ft. sailboat. This course teaches handling a larger boat with inboard engine under power and sail, use of the boat equipment, cruising preparation and safe anchoring. The first part of the course is spent on board in and around Toronto; the second part is spent cruising to Lake Ontario ports with an introduction to watch keeping and coastal navigation. A C.Y.A. certified instructor will be in charge. Food is extra and the cost will be shared by the students. This course will enable the graduate to be competent as a bareboat Charter skipper or boat owner of a medium-sized keelboat.
45 hours Fee: $595.00 Seniors: $300.00 (subject to availability)
5 Day Live Aboard Courses Mon. to Fri. 9 a.m. to 5 p.m. start: June 6, July 4, August 15, September 12
Two Weekend Live Aboard *Sat. and Sun. 9 a.m. to 5 p.m. Fri. 6 p.m. to Sun. 5 p.m. Courses start: June 4, July 9, August 20, September 10*

Basic "Live Aboard" Course For Beginners

Prerequisite: None
The same curriculum as the C.Y.A. Basic Standard Course, but taught on a 27 to 30 ft. sailboat as a "live aboard" program. Students challenge the C.Y.A. Basic Standard Course. Food is extra and the cost will be shared by the student.
5 day Live Aboard Mon. to Fri. 9 a.m. to 5 p.m. Courses start: June 20, July 18
45 hours Fee: $595.00 Seniors: $300.00 (subject to availability)
Two Weekend Live Aboard *Sat. to Sun. 9 a.m. to 5 p.m. Fri. 6 p.m. to Sun. 5 p.m. Courses start: June 18, July 9*

Fitness Certificate Courses

George Brown College in collaboration with The Elmwood Club Presents Post-Diploma Fitness Certificate in Specialty Leadership

The purpose of this program is to provide fitness leaders with the knowledge and skills necessary to design, develop, implement and refine the sort of theory-based programs demanded by state-of-the-art programs. Overview: The specialty leadership certificate is comprised of four courses including:
i) Low Impact Specialty – 15 hours,
ii) Stretch and Strength Specialty – 15 hours,
iii) Innovative Choreography Specialty – 15 hours,
iv) Stretch and Relaxation Techniques Specialty – 15 hours.
The courses run from mid-September until April with a Christmas break. Classes are normally scheduled to run Tuesday afternoons, but additional projects and/or visits may be planned. These visits will be arranged in collaboration with students in order to minimize disruption of personal work schedules.
Admission requirements: Applicants should be graduates of university or college fitness programs, with a minimum of 100 hours of exercise class leadership.
Students may register for individual courses. A certificate is awarded upon successful completion. Register: At Casa Loma Admissions Office, 160 Kendal Avenue. Location: Classes are held at:The Elmwood Club 18 Elm St.Toronto, Ontario

Low Impact Specialty

FIT 811

Prerequisite: Fitness graduate or permission from the instructor.
This course covers current theory and techniques in low impact exercise. It focuses on the application of theory to practice, and is designed to facilitate the development of routines utilizing current research on low impact techniques.
Tues. 2 to 4 p.m.
Elmwood Club
15 hours Fee: $100.00
Fall, 1988

Stretch and Strength Specialty

FIT 812

Prerequisite: Fitness graduate or permission from the instructor.
The Stretch and Strength Specialty incorporates theory and principles related to the use of rubber bands, ankle and wrist weights. Students are required to develop routines that demonstrate both a sound knowledge of theory and a skill in applying theory to practice.
Tues. 2 to 4 p.m.
Elmwood Club
15 hours Fee: $100.00
Fall, 1988

Innovative Choreography Specialty

FIT 813

Prerequisite: Fitness graduate or permission from the instructor.
The focus of this course is the development of innovative and creative approaches to choreography utilizing and applying current exercise theory. Students design and demonstrate exciting new routines using the class as a forum to critique and refine choreography.
Tues. 2 to 4 p.m.
Elmwood Club
15 hours Fee: $100.00
Winter, 1989

Stretch and Relaxation Techniques Specialty

FIT 814

Prerequisite: Fitness graduate or permission from the instructor.
This course is designed to demonstrate and develop skills in the use of stretch and relaxation techniques. Through a series of classroom sessions and community visits, students are able to compare, contrast and implement current techniques and methodologies.
Tues. 2 to 4 p.m.
Elmwood Club
15 hours Fee: $100.00
Winter, 1989

Yoga

YOGA 800

This ancient technique concentrates on individual self-development for perfect physical and mental well-being. It is strictly individual and teaches methods for independent use. Areas covered include: physical culture Asana, Pranayama or breathing techniques, meditation and mind-training.
Wed. 7 to 9 p.m.
Casa Loma Campus
24 hours Fee: $50.00
April 6 to June 22

Money Management

Personal Financial Planning

CES 862

Personal financial planning includes a system of organizing and controlling resources. Attention is given to budgeting, cash management, tax reduction and deferral, investment strategies, estate planning and maximizing benefit programs at work. Case studies are analyzed, the jargon of the stock market is demystified and a study is made of investment theory and practice. Instructor: Jennifer Hamilton is co-founder of the Canadian Association of Registered Financial Consultants
Thurs. 7 to 9 p.m.
St. James Campus
8 hours Fee: $48.00
May 10 to 31

How to Profit from Stock Market Investments

CES 879

This course explores the diverse opportunities available to you by teaching you the essential skills of stock market investments. A wealth of information is presented on selection, timing, buying, selling, psychology, contrary opinion, trading, investing, charts, fundamental and technical analysis and low risk investing. We teach you the essentials to look for when selecting a stockbroker and ways of incorporating tax laws into your investments so that the profits stay in your pockets.
Sat. 9:30 a.m. to 12:30 p.m.
St. James Campus
3 hours Fee: $24.00
May 7

Music

The Roots of Rock'n'Roll

CES 839

A chronological examination of the progression of music from the early 1950s to the early 1980s. Special attention is given to: the birth of rock and roll; rock's first era; 1955-1959; the "British Invasion" of the mid-60s; the mixed bag of the 70s; as well as changing technology and social attitudes.
Instructor: Roger Ashby — morning announcer on 104 CHUM-FM. As well, he is host of the Sunday Morning Oldies Show, 9 to noon on CHUM-FM and has produced two CHUM films, including The History of Rock.
Tues. 6:30 to 8:30 p.m.
Casa Loma Campus
16 hours Fee: $54.00
April 26 to June 14

Introduction to Guitar: A Survival Course for the Beginner

CES 834

Prerequisite: A playable guitar and perseverance. The instructor will advise on the acquisition of either.
Learn to play the guitar in this introductory course. Study the history of the instrument, the mechanics of holding and tuning it, the principles of chord changing and basic note reading. An ensemble work is rehearsed by the class and group work is encouraged.
Instructor: Jonathan Earp teaches at the Eli Kassner Guitar Academy and is an instructor in solo classical guitar performance at Brock University in St. Catharines.
Tues. 7 to 9 p.m.
Casa Loma Campus
20 hours Fee: $71.00
April 26 to June 28

Video

Introduction to Video Production Techniques

ELS 828

A hands-on course designed for anyone interested in video, whether for use at home or on the job. Topics include: basic technical knowledge of television, operating the camera and VCR, equipment comparisons, hands-on production workshops, basic composition and lighting, scripting, and an introduction to editing. Material is presented through lectures, class discussions, a video teaching package and manual, hands-on sessions, viewing and discussion of student work and guest speakers. While a camera and VCR are available for your use during class time, it is advantageous to have your own equipment for assignments and projects. Playback and editing facilities are limited to VHS format.
Mon. 7 to 10 p.m.
Casa Loma Campus
15 hours Fee: $47.00 Materials: $10.00
April 18 to May 16

Video Production Techniques and Editing

ELS 829

Prerequisite: Introduction to Video Production Techniques.
This course is designed for students interested in scripted video production using an editing suite to assemble finished tapes for an audience other than themselves. Students should have their own camera/recorder and be prepared to shoot material for use in class. Editing suite is limited to VHS format.
Mon. 7 to 10 p.m.
Casa Loma Campus
15 hours Fee: $47.00 Materials: $10.00
May 30 to June 27

Astronomy

Introduction to Astronomy

CES 832

Familiarize yourself with the night sky as you observe many objects in the solar system, including: the moon, sun, planets, stars and planispheres. The use of observing tools such as telescopes and cameras and the past, present and future of space exploration are also discussed. Weather permitting, classes are held outside where actual observing takes place with a telescope, binoculars and the naked eye. A visit to the Dunlap Observatory in Richmond Hill is planned.
Mon. 7 to 9:30 p.m.
Casa Loma Campus
20 hours Fee: $71.00
April 25 to June 20

The Great Outdoors

Birds of Southern Ontario: A Field Study

CES 826

This field-oriented course is an introduction to some of the 300 species that pass through Southern Ontario each spring. An introductory indoor session is followed by weekly field trips, including: Grimsby – hawks; Whitby – shorebirds and ducks; Niagara River – gulls. Participants must supply their own binoculars and a suggested field guide. Car pools to be arranged.
Instructor: George M. Fairfield has been birding for more than 40 years in Southern Ontario. He is past chairman of the Toronto Bird Observatory and a member of the Toronto Ornithological Club.
Field trips: Sat. 10 a.m. to 2 p.m. Classroom: Thurs. 7 to 10 p.m.
St. James Campus
32 hours Fee: $81.00
April 14 to June 4

Wildflowers of Southern Ontario

GARD 819

Learn to identify the wildflowers, trees, shrubs and ferns of Southern Ontario. Colour slides, field guides and outdoor observations help introduce the hundreds of species studied. A half-day field trip is scheduled. The date may vary depending on the flowering season. Instructor: James L. Hodgins is a Director of the Federation of Ontario Naturalists and Editor of WILDFLOWER magazine. Recommended text: A Field Guide to Wildflowers by R.T. Peterson and M. McKenny.
Tues. and Sun. Classroom: 7 to 9 p.m. (Tues.) Field trip: 10 a.m. to 2 p.m. (Sun.)
St. James Campus
14 hours Fee: $47.00
Classroom: April 19 to May 17, Field trip: May 15

Cycling

Bicycle Maintenance and Repair Clinic

CES 820

This course prepares students to do basic maintenance on the road and small repairs and overhaul for spring. Topics covered include: cable adjustment, repairing tires, installing spokes, rough wheel truing, checking bearing points, derailleurs, tires and tubes and replacing chains and cables. Course also includes individual repair consultation on each student's bicycle.
Sat. 9 a.m. to 4:30 p.m.
St. James Campus
7 hours Fee: $32.00
April 16

George Brown College — Harbourfront Canoe School

It's time to leave the city behind and escape to the great outdoors. To smell the clean air and feel the sun on your face. To hear the wind in the trees and the lapping of water on the shore. George Brown College and the Harbourfront Canoe School have already planned your escape with expeditions that can have you canoeing Northern Ontario lakes, hiking the Canadian Shield and kayaking around Prince Edward Island. Our carefully designed trips will soothe your spirit and sharpen your mind with informal talks by our expert instructors about the geology, flowers, history and ecology of the areas you'll travel through. We'll provide the professional instruction and the specialized equipment you'll need and make arrangements for meals and accommodation. All you need is some rugged clothing, the spirit of adventure — and the will to escape.

Weekend Canoe Skills Certification

CES 871

This two-day program provides all successful participants with the Ontario Recreational Canoeing Association's certificate. The course offers a number of levels which are suitable for the NOVICE to EXPERT canoeist. Day one develops an intimacy between canoe and participant on Harbourfront's beautiful and safe outdoor pond. Day two is spent developing your new skills amongst the Toronto Islands. Portaging techniques, map and compass use, equipment selection and tandem and solo paddling techniques are only some of the topics covered. Instructor: Steve Magee and staff
Sat. and Sun. 9:30 a.m. to 4:30 p.m.
Register at St. James Campus Courses to be held at: Harbourfront, behind York Quay Centre, 235 Queen's Quay West
14 hours Fee: $65.00
April 30 and May 1 May 14 and 15 May 21 and 22 May 28 and 29 June 4 and 5 June 18 and 19 July 2 and 3 July 23 and 24 August 13 and 14 August 27 and 28 September 3 and 4

Evening Schedule

This program offers the same fun and skills as the weekend program described above. It consists of two 3-hour lessons on designated weekday evenings, plus any Sunday from the weekends listed above. Tues. and Thurs. or Wed. and Thurs
Register at St. James Campus Courses to be held at: Harbourfront, behind York Quay Centre, 235 Queen's Quay West
14 hours Fee: $65.00
May 10 and 12-May 25 and 26 June 14 and 16 June 29 and 30 July 12 and 14 July 27 and 28 August 9 and 11

Bala to Georgian Bay Five Day Canoe Trip

NEW

CES 887

Explore a variety of lakes, rivers and historical sites on this five-day canoe trip through a beautiful area of the Canadian Shield. Activities include photography, nature interpretation, swimming, fishing and canoeing. The trip includes round trip transportation from Toronto, food, accommodation, instruction and all equipment.
Sat., Sun., Mon., Tues., Wed.
Register at St. James Campus
60 hours Fee: $190.00
July 9 to July 13

Coastal Kayaking — Prince Edward Island

NEW

CES 889

Prince Edward Island is one of Canada's favourite summer destinations. This nine-day coastal kayaking trip explores the north shore of the island and includes world class beaches, lobster fishing and the ambience of Canada's smallest and friendliest province. The trip includes round trip transportation from Toronto, food, accommodation, instruction and all equipment.
Sat. to Sun.
Register at St. James Campus
108 hours Fee: $550.00
August 6 to August 14

Canoe Trip for Deaf Adults

NEW

CES 888

This five-day canoe trip through a beautiful area of the Canadian Shield is conducted entirely in sign language. Participants travel through lakes and rivers enjoying a variety of activities including swimming, diving, camping, nature interpretation, and canoeing. The trip includes round trip transportation from Toronto, all instruction (in sign language), food and equipment. People with little canoeing experience can participate in this trip.
Mon. to Fri.
Register at St. James Campus
60 hours Fee: $190.00
August 8 to August 12

All registrants will be contacted 10 days prior to the start of the program to confirm all details regarding departure, equipment, clothing, etc.

Bicycle Touring

CES 855

This course prepares all levels of cyclists for a variety of touring experiences. Topics include: touring solo and in groups, choosing the proper bike, selecting clothing and euqipment, planning and training for your first tour, efficient tool selection (and how to use them), physical fitness and nutrition, cycling safety and techniques, plus how to get started as a tour leader. Several examples of European and North American routes will be analyzed. Instructor: Richard Weiss has been leading adult cycling tours in Europe and North America for 12 years.
Thurs. 7 to 9:30 p.m.
St. James Campus
7.5 hours Fee: $32.00
April 14 to 28

Gardening

Gardening in the City

GARD 804

This course is designed to introduce the novice gardener to all aspects of the craft and science of gardening. Particular emphasis is placed on spring garden preparation including: general pruning of trees, shrubs and bushes; planning and planting a vegetable garden; annuals and perennials; spring care of lawns; and general pest, disease and weed control. Instructor: Marion Jarvie is a horticulturist and consultant with 8 years experience as an Accredited Horticultural Judge. She has co-hosted a 13-week gardening show on Classicom Cable TV, Richmond Hill.
Mon. 6:30 to 9:30 p.m.
St. James Campus
12 hours Fee: $46.00
April 18 to May 9

Home Landscaping

GARD 808

Instruction on planning, beautifying and maintaining your property. This course helps both novice gardeners and those already gardening. It includes the design of a garden, siting and care of trees, shrubs, roses, flowers and vines. The latest information is provided on materials for patios, rock gardens, paths, steps and hedges or fences. Propagation techniques, or how to make new plants by seeding, cuttings, layering and grafting. Students should bring drawing pads, sharp pencils, eraser, ruler and notebook. Enrolment limited. Instructor: Marion Jarvie.
Wed. 6:30 to 9:30 p.m.
St. James Campus
18 hours Fee: $69.00
April 20 to May 25

Flower Arranging

NEW

CES 890

Instruction on six basic designs in flower arranging with emphasis on beauty and simplicity. The elements of good design are demonstrated with emphasis on colour to blend with home furnishings. Classes are in the form of demonstrations with opportunities to participate in creating arrangements. Both fresh and permanent plan materials are used. Materials are not supplied. Instructor: Marion Jarvie
Thurs. 6:30 to 9:30 p.m.
St. James Campus
12 hours Fee: $46.00
May 5 to May 26

Coaching

National Coaching Certification Program Level I: Coaching Theory

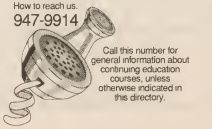
HS 700

This course is offered in cooperation with the Sports and Fitness Branch, Ministry of Tourism and Recreation. It is designed to train and educate amateur coaches by improving their knowledge and skills in the theory of coaching. Topics studied include: the role of the coach, sport psychology, how the body works and grows, skill analysis, sport safety, teaching skills, and practice planning. While a Level I Theory Certificate is awarded upon successful completion of this course, participants are encouraged to contact the Ontario Sports Administrative Centre at 495-4000 for additional information on how the "Theory", "Technical" and "Practical" components can be combined for certification.
Sat. and Sun. 9 a.m. to 5 p.m.
Casa Loma Campus
14 hours Fee: $10.00
June 4 to 5

National Coaching Certification Program Level II: Coaching Theory

HS 701

Prerequisite: Level I
In Level II, students discuss such topics as: the role of the coach, setting group goals with athletes, training methods, nutrition and sport performance, sport psychology, care of sports injuries, teaching advanced skills, skill analysis and seasonal planning. A Level II Theory Certificate is awarded upon successful completion of this course. As in Level I, participants are encouraged to contact the Ontario Sports Administrative Centre at 495-4000 for additional information on how the "Theory", "Technical" and "Practical" components can be combined for certification.
Fri. 7 to 10 p.m., Sat. and Sun. 9 a.m. to 5 p.m.
Casa Loma Campus
20 hours Fee: $20.00
April 1 to 3


How to reach us.
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

College Preparation

Academic Upgrading

English

These courses are designed to upgrade a student's academic standing for self-development, career improvement or entry into apprenticeship, vocational training and two-year diploma programs offered at colleges of applied arts and technology.

English Pre-Upgrading

ENG 930

A preparatory class for students who possess basic English vocabulary, reading and writing skills but cannot meet the requirements of ENG 906. The emphasis is on developing reading and writing skills. Instruction is individualized although group instruction is also offered.
Tues. 6 to 9 p.m.
Casa Loma Campus
50 hours Fee: $40.00
May 10 to August 30

English Upgrading 8

ENG 906

Prerequisite: Grade 7 English or equivalent.
A pre-intermediate course emphasizing grammar, usage, spelling, vocabulary, reading and compositional skills. For students who have been out of school for a number of years, this course is an excellent means of refreshing basic language skills and preparing for more advanced courses in English upgrading. Instruction is individualized although group instruction is also offered.
Tues. 6 to 9 p.m.
Casa Loma Campus
50 hours Fee: $40.00
May 10 to August 30

English Upgrading 9

ENG 907

Prerequisite: ENG 906 or equivalent.
Detailed study of grammar and usage with practical writing assignments each class. Topics include: punctuation, spelling, reading and vocabulary development. Both group and individual instruction are used.
Tues. 6 to 9 p.m.
Casa Loma Campus
50 hours Fee: $40.00
May 10 to August 30

English Upgrading 10

ENG 908

Prerequisite: ENG 907 or equivalent.
A brief review of grammar and punctuation as required. Emphasis is on developing vocabulary and reading and writing skills. Students learn descriptive, expository and narrative writing and prepare short reports and introductory business letters.
Tues. 6 to 9 p.m.
Casa Loma Campus
50 hours Fee: $40.00
May 10 to August 30

English Upgrading 11

ENG 909

Prerequisite: Grade 10 English or ENG 908.
Students improve their reading rate, comprehension and vocabulary. Topics include: principles of discussion and debate; detailed analysis of short stories, poetry and short plays from twentieth century literature, origin of the English language, factors that cause a language to change and standards of usage.
Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
75 hours Fee: $40.00
April 18 to July 13

English Upgrading 12

ENG 910

Prerequisite: Grade 11 English or ENG 909.
Students learn to assess their own work using the techniques of various writers as guidelines. Listening and oral skills are developed through debates, presentations and simulated meetings. A detailed analysis of representative twentieth century writers focuses on drama and novels.
Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
75 hours Fee: $40.00
April 18 to July 13

Mathematics and Science

Mathematics Upgrading 8

MATH 906

Prerequisite: Grade 7 mathematics or equivalent.
A placement test is given to determine exact starting point. An introduction to basic mathematics. Topics include: whole numbers, fractions, decimals, per cent, ratio and proportion. Individualized instruction with some group teaching.
Thurs. 6 to 9 p.m.
Casa Loma Campus
50 hours Fee: $40.00
May 12 to September 1

Note: This class may be combined with MATH 907 and MATH 908.

Mathematics Upgrading 9

MATH 907

Prerequisite: Grade 8 mathematics or equivalent. A placement test is given.
Review of mathematics fundamentals and an introduction to basic algebra. Topics include: linear equations, formulae, inequalities and the solution of word problems using algebraic equations. Individualized instruction with some group teaching.
Thurs. 6 to 9 p.m.
Casa Loma Campus
50 hours Fee: $40.00
May 12 to September 1

Note: This class may be combined with MATH 906 and MATH 908.

Mathematics Upgrading 10

MATH 908

Prerequisite: MATH 907 or equivalent. A placement test is given.
After a brief review of MATH 907, students are introduced to products and factoring, solving equations with two variables, graphing, equations involving algebraic fractions and some work with quadratic equations.
Thurs. 6 to 9 p.m.
Casa Loma Campus
50 hours Fee: $40.00
May 12 to September 1

Note: This class may be combined with MATH 906 and MATH 907.

Mathematics Upgrading 11

MATH 909

Prerequisite: Grade 10 mathematics or MATH 908.
Begin with a brief review of basic arithmetical skills and grade 10 algebra then learn to solve different types of equations. Topics include: problem solving, graphing linear and quadratic functions, solving right triangles and developing calculator skills.
Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus

ADULT EDUCATION FOR THE DEAF COMMUNITY

ENGLISH UPGRADING FOR DEAF ADULTS

Improve your English reading and writing skills with the help of a qualified deaf instructor. George Brown College in conjunction with the Ministry of Skills Development is offering a new approach to English upgrading for the Deaf Community. This individualized program is for Deaf Adults and will be taught in Sign Language at no cost to the student. Come to the opening night information and registration session to meet the teachers and find out more about the classes.

INFORMATION NIGHT
Tuesday May 10
7:00 P.M.
Casa Loma Campus
160 Kendal Avenue

CLASSES
Tuesdays and Thursdays
May 10 – August 2
7 to 10 P.M.

FOR MORE INFORMATION PLEASE CALL:
TDD: 967-0966 or 864-0535
VOICE: 947-9914

75 hours Fee: $40.00
April 19 to July 12

Note: This class may be combined with MATH 910.

Mathematics Upgrading 12

MATH 910

Prerequisite: Grade 11 mathematics or MATH 909.
Expand on skills developed in MATH 909 and learn to solve additional types of equations and inequalities. Topics include: solving linear and non-linear equations; quadratic, radical, exponential and logarithmic equations; relations and functions and how to graph them; sequences and series; solving oblique triangles; basic trigonometry and advanced calculator skills.
Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
75 hours Fee: $40.00
April 19 to July 12

Note: This class may be combined with MATH 909.

Physics

PHY 900

Prerequisite: Grade 10 science and grade 11 mathematics.
Study mechanics, heat and electricity at the grade 11 or 12 level.
Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
75 hours Fee: $40.00
April 19 to July 12

Biology

BIO 900

Prerequisite: Grade 10 science.
Covers the structure and function of the various body systems, human anatomy and physiology at the grade 11 or 12 level. Laboratory work is involved.
Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
75 hours Fee: $40.00
April 18 to July 13

Chemistry

CHEM 900

Prerequisite: Grade 10 science.
Introductory college chemistry at the grade 11 or 12 level. Includes work in the laboratory.
Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
75 hours Fee: $40.00
April 19 to July 12

Computer Studies

Introduction to Computer Programming

EDP 100X

An overview of business data processing and a base for further study of programming and system analysis. Topics include: hardware and software features, programming languages, flowcharts and practical experience programming in the BASIC language. Text: Computer Fundamentals with an Application software.
Mon. and Wed. or Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 and purchase of text.
April 18 or 19 to June 27 or 23
For more information about this course, please call 967-1212, ext. 3292.

Basic Keyboarding I

KB 100X

Designed for those with minimal or no knowledge of typing. After the keyboard is covered thoroughly, students do drills to increase their speed and accuracy with the goal of achieving 20 to 25 words per minute. Text: Typing Power Drills.
Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $5.00 plus purchase of text.
April 18 or 19 to June 27 or 23
June 28 to September 1
For more information about this course, please call 967-1212, ext. 3292.

Microcomputers

Computer Literacy (An Introduction to Microcomputers)

PRGM 993

An introduction to the computer age, covering how computers work, computer terminology, what the computer can and cannot do and the types of machines available. Material is presented with helpful audio-visual aids and hands-on computer experience.
Tues. 6 to 9 p.m. or Sat. 9 a.m. to noon
St. James Campus
21 hours Fee: $84.00 Materials: $5.00
May 17 to June 28 or May 28 to July 16, July 5 to August 16
Harbourfront Microcomputer Centre
235 Queen's Quay West (Register at St. James Campus) Tues. 6:15 to 9:15 p.m. May 17 to June 28 July 5 to August 16
For more information about this course, please call 967-1212, ext. 3292.

Introductory Microcomputer Programming

PRGM 925

This course covers the following topics: Introduction to the microcomputer, hardware, software, terminology and the language BASIC; writing, running, saving and printing programs; program development including documentation, editing, input and output techniques, decision-making and branching; arrays and READ/DATA statements.
Casa Loma Campus
30 hours Fee: $37.50
Mon. and Wed. 5 to 7 p.m. April 25 to June 15 Tues., Wed. or Thurs. 7 to 10 p.m. April 26, 27, 28 to June 28, 29, 30 Sat. 1 to 4 p.m. April 23 to June 25 Tues. and Thurs. 7 to 10 p.m. July 12 to August 11
For more information about this course, please call 967-1212, ext. 2481.

Microcomputer Programming Techniques

PRGM 935

Prerequisite: PRGM 925 or equivalent.
Review BASIC programming techniques and learn more advanced BASIC statements and concepts. Topics include: advanced looping and branching techniques, subscribed variables, arrays, algorithms and problem solving methods, the use of flowcharting and/or pseudo-code, program documentation, sorting techniques including Bubblesort and Shellsort, handling cassette and disk files; creating, maintaining, updating, sorting and merging files. Students also select and develop a project.
Mon. 7 to 10 p.m. or Sat. 9 to noon
Casa Loma Campus
30 hours Fee: $37.50
April 23 to June 25 or April 25 to July 4
For more information about this course, please call 967-1212, ext. 2481.

Microcomputer Assembler Language

PRGM 955

Prerequisite: PRGM 935 — Microcomputer Programming Techniques or equivalent.
This course covers the following topics: Advanced BASIC; introduction to the computer system structure and the operating system; hexadecimal system and addresses; DOS structure and basic DOS commands; basic concepts of assembler language;

number bases and logical operations; software development concepts.
Mon. and Wed. 5 to 7 p.m.
Casa Loma Campus
30 hours Fee: $37.50
April 25 to June 15
For more information about this course, please call 967-1212, ext. 2481.

Microcomputers in Business

EDP 800

Prerequisite: Basic knowledge of microcomputer operations.
An introduction to the various types of commercially available productivity software for those acquainted with the general procedures for processing business information. Subjects include: BASIC, electronic spreadsheet, word processor, data manager, graphics and integrated packages. Hands-on experience is offered in most of these areas. Text: Lotus 1-2-3 – A Ready Reference Manual, dBase III – A Ready Reference Manual and Wordperfect – A Ready Reference Manual.
Sat. 9 a.m. to 1 p.m.
St. James Campus
44 hours Fee: $102.00 Materials: $8.00 plus purchase of text. See equivalency for CCUI, TCI, pages.
April 23 to July 9
For more information about this course, please call 967-1212, ext. 3292.

MS-DOS and the Personal Computer

PRGM 908

Learn the physical components of MS-DOS, DOS commands and the different versions available. Other topics include: floppy and hard disk drives, volume labels, files and file names, control and editing keys, file handling, redirection, pipes and filters, hierarchical directories, line editor, batch file commands, configuring DOS with config. sys., keyboard reassignment, organizing a hard disk, hard disk backup and restoring.
Tues. and Thurs. 5 to 7 p.m.
Casa Loma Campus
30 hours Fee: $189.00
April 26 to June 14
Tues. 7 to 10 p.m.
April 26 to June 28
Sat. 9 a.m. to noon or 1 to 4 p.m.
April 23 to June 25
Tues. and Thurs. 7 to 10 p.m.
July 12 to August 11
Harbourfront Microcomputer Centre
235 Queen's Quay West (Register at St. James Campus)
Fri. 7 to 10 p.m.
April 29 to July 8
For more information about this course, please call 967-1212, ext. 2481.

Advanced MS-DOS

PRGM 918

Prerequisite: PRGM 908 — MS-DOS and the Personal Computer.
This course covers the following topics: The I/O system, command.com, booting the DOS, machine compatibility, hard disk features and partitions, organizing a hard disk, backup procedures and strategies, restoring files on the hard disk, installable drivers and flexible facilities, keyboard and screen reassignments, data storage and retrieval, linking a batch file, calling a batch file from another batch file and returning to the point of call and continue, edlin commands; P.S.T.W.A, edlin versus full screen editing, different versions of DOS, file names and file attributes, DOS editing keys, other DOS, file names and file attributes, DOS editing keys, other DOS commands, MS-DOS and UNIX: a comparative analysis.
Wed. 7 to 9:30 p.m.
Casa Loma Campus
20 hours Fee: $156.00
April 27 to June 15
For more information about this course, please call 967-1212 ext. 2481.

Languages

Introduction to UNIX

PRGM 942

Prerequisite: Programming experience in one of the following: 'C', Fortran, Cobol, Pascal or FORTH.
For programmers who want to learn about the functioning and the abilities of the UNIX operating system in sufficient detail. Shell programming and UNIX utilities are covered in depth. 'C' language programming is not dealt with.
Thurs. 7 to 10 p.m.
Casa Loma Campus
30 hours Fee: $250.00
April 28 to June 30
For more information about this course, please call 967-1212, ext. 2481.

'C' Programming Language (Part I)

PRGM 933

Prerequisite: Programming experience in at least one other language.
This hands-on course provides an introduction to 'C' language programming. Specific topics include: program structure, strings, variables and pointers, control flow, functions, arrays, input/output and debugging. The cost of the text and materials is not included.
Mon. and Wed. or Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee $250.00
April 25 or 26 to July 4 or June 30
For more information about this course, please call 967-1212, ext. 2481.

'C' Programming Language (Part II)

PRGM 943

Prerequisite: PRGM 933 — 'C' Programming Language (Part I).
A hands-on course to improve the programming skills of PRGM 933 graduates in a UNIX-like environment. Further discussion of the theory in the following topics: structures, function pointers, buffered and unbuffered I/O, file handling and applications.
Mon. 7 to 10 p.m.
Casa Loma Campus
30 hours Fee: $156.00
April 25 to July 4
For more information about this course, please call 967-1212, ext. 2481.

COBOL I

EDP 101X

Prerequisite: EDP 100X or equivalent.
The mechanics of the COBOL language are introduced and students gain practical experience writing programs to solve business problems. The documentation of programs is emphasized. Text: Cobol for the '80s.
Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 Materials: $10.00 and purchase of text.
April 19 to June 23
For more information about this course, please call 967-1212, ext. 3292.

COBOL II

EDP 200X

Prerequisite: A grade of "C" in COBOL I or the equivalent.
Programming assignments cover accounts receivable and payroll applications and students are taught techniques for sorting, summarizing and updating a master file. Texts: Cobol for the '80s, OS/VS JCL and Utilities, and CMS Primer, Release 4.
Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 Materials: $10.00 and purchase of texts.
April 19 to June 23
For more information about this course, please call 967-1212, ext. 3290.

Application Software

Introduction to dBASE III

PRGM 997

Prerequisite: Familiarity with microcomputers.
dBase III and dBase III Plus are the latest versions of dBase. They are the most popular data base management software packages around for microcomputers. Learn the steps for creating, editing and displaying data records. You are introduced to sorting, indexing and preparing reports and elementary dBase programming.
Fri. 6 to 9 p.m.
St. James Campus
18 hours Fee: $113.00 Material Fee: $7.00
May 13 to June 24
July 8 to August 19
Harbourfront Microcomputer Centre
235 Queen's Quay West (Register at St. James Campus) Mon. 6:15 to 9:15 p.m.
April 25 to June 6
June 20 to July 25
For more information about this course, please call 967-1212, ext. 3292.

Advanced dBASE III

PRGM 998

Prerequisite: PRGM 997 — Introduction to dBASE III plus practical experience.
This course is designed for those who want to use dBase III and dBase III Plus beyond just the interactive mode and become involved in its built-in programming language. The student starts by creating small business-related programs and learns how to build these step-by-step into powerful, integrated programs. These integrated programs relate to most business systems and provide a practical tool for the work place.
Wed. 6 to 9 p.m.
St. James Campus
18 hours Fee: $114.00 Material Fee: $5.00
April 20 to May 25
June 8 to July 13
For more information about this course, please call 967-1212, ext. 3292.

Introduction to Lotus 1-2-3

BUS 813

Prerequisite: Basic knowledge of microcomputers.
A clear, concise and practical approach to the popular electronic spreadsheet which combines power and flexibility with ease of use. Both the novice and those with some knowledge of 1-2-3 will benefit from the course.
Tues. or Thurs. 6 to 9 p.m.
St. James Campus
18 hours Fee: $211.00 Material Fee: $7.00
May 3 or 5 to June 7 or 9
June 21 or 23 to July 26 or 28
Harbourfront Microcomputer Centre
235 Queen's Quay West (Register at St. James Canpus) Wed. 6:15 to 9:15 p.m.
May 4 to June 8
June 22 to July 27
For more information about this course, please call 967-1212, ext. 3292.

Advanced Lotus 1-2-3

BUS 815

Prerequisite: BUS 813 — Introduction to Lotus 1-2-3 plus practical business experience with Lotus 1-2-3.
Explore the potential of 1-2-3 and move on to more advanced applications, especially the use of macros. Learn how to design the worksheet and create macros for a variety of business applications as well as data sharing between 1-2-3, dBASE III and Wordstar.
Mon. 6 to 9 p.m.
St. James Campus
18 hours Fee: $203.00 Material Fee: $10.00
April 25 to June 6
June 20 to July 25
For more information about this course, please call 967-1212, ext. 3292.

WordPerfect 4.2

PRGM 909

This course is designed to introduce the student to WordPerfect 4.2, a full function word processing software package. The course covers the following topics: basic typing features of WordPerfect, creating and saving documents, editing text, formatting options, page numbering, printing function, moving and copying text, search and replace, Help key, Speller, Thesaurus, text columns, math, macros, merge capabilities and the sort feature.
Tues, and Thurs. 5 to 7 p.m.
Kensington Campus
30 hours Fee: $203.00
April 26 to June 14
Thurs. 7 to 10 p.m. April 28 to June 30
Sat. 9 a.m. to noon
April 30 to July 2
Tues. and Thurs. 7 to 10 p.m.
July 12 to August 11 Monday 9 a.m. to noon
April 25 to July 4
For more information about this course, please call 967-1212, ext. 2481.

Introduction to Wordstar and Wordstar 2000

PRGM 999

Prerequisite: Familiarity with the keyboard.
Using Wordstar and Wordstar 2000, the student is introduced to the fundamentals of word processing. This course examines editing, creating, saving, printing and revising documents; setting margins, columns, page length; inserting, deleting, copying and moving text.
Sat. 1 to 4 p.m.
St. James Campus
30 hours Fee: $160.00 Material Fee: $5.00
April 9 to June 18
Thurs. 6:15 to 9:15 p.m.
Harbourfront Microcomputer Centre
235 Queen's Quay West (Register at St. James Campus) Thurs. 6:15 to 9:15 p.m.

Microcomputer Training at Harbourfront

George Brown College - Harbourfront Microcomputer Centre
Courses are designed to provide hands-on microcomputer training using IBM compatible personal computers using the latest software products.

The Facility
The George Brown College - Harbourfront Microcomputer Centre is equipped with 20 IBM compatible microcomputers and four printers.

Location
Harbourfront, 235 Queen's Quay West , York Quay

Courses

Computer Literacy – An introduction to Microcomputers
(See page 11 for course description and dates.)

Introduction to Lotus 1-2-3
(See page 13 for course description and dates.)

Introduction to dBASE III
(See page 13 for course description and dates.)

MS DOS and the Personal Computer
(See page 12 for course description and dates.)

Introduction to Wordstar and Wordstar 2000
(See page 13 for course description and dates.)

Lotus 1-2-3 for Office Applications
(see page 15 for course description and dates.)

Programming in dBase III
(see page 15 for course description and dates)

Word Processing in Theory and Practice
(see page 15 for course description and dates)

Introduction to ACCPAC General Ledger
(see page 14 for course description and dates)

IBM is a trademark of International Business Machines Corp.
Lotus 1-2-3 is a trademark of Lotus Development Corp. dBASE III is a trademark of Ashton-Tate.

COMPUTER COURSES AT DIXON HALL

Dixon Hall, in cooperation with George Brown College and Canada Employment and Immigration, is offering free microcomputer courses this summer.

Computers In the Community is designed to meet the special needs of women, low-income adults, visible minorities, immigrants, and the disabled who have been unemployed 6 months or more.

Fourteen-week courses and one-day workshops will be offered beginning April 25, 1988.

Courses are offered in the afternoons, evenings and Saturdays in these areas:

Introduction to Microcomputer Keyboarding Skills
Word Processing
Computerized Accounting
Business Applications on a Micro
Lotus 1-2-3
Career Counselling
Job Search Skills
Resume

For more information on courses and how to register, call Dixon Hall, 58 Sumach Street, after noon, at 863-0498.

James Campus) March 31 to June 2
June 16 to August 18
For more information about this course, please call 967-1212, ext. 3292.

MultiMate

PRGM 906

A comprehensive examination of the features of MultiMate. Topics include: the main menu, help menu, creating a new document, editing an old document, cursor movement, tabs, margins, line spacing, inserting, deleting, moving and copying texts, enhancing documents, search and replace, document handling utilities, checking spelling in documents, libraries, merging documents, key procedures and system utilities.
Kensington Campus
30 hours Fee: $189.00
Tues. 7 to 10 p.m.
April 26 to June 28
Mon. and Wed. 7 to 10 p.m.
July 11 to August 15
For more information about this course, please call 967-1212, ext. 2481.

Lotus 1-2-3 (General Applications)

PRGM 907

An examination of the attributes of Lotus 1-2-3 Release 2 program and an introduction to 1-2-3 templates and other aspects of the program. Other subjects include: border cells, pointer, mode indicators, error corrections, function keys, commands, formats and functions, file handling, print reports, business graphs, macros and the creation and manipulation of the database. No previous experience necessary .
Mon. 7 to 9:30 p.m.
Kensington Campus
25 hours Fee: $158.00
April 25 to July 4
For more information about this course, please call 967-1212, ext. 2481.

ENABLE 2.0

PRGM 936

Prerequisite: General understanding of microcomputers and keyboards.
ENABLE is a complete productivity tool for users of IBM PCs or compatibles. It provides all five major applications: word processing, spreadsheets, graphics, database management and telecommunications. It also interacts with other packages such as Lotus and dBase III. This course will cover the following topics: installing ENABLE, fundamental word processing techniques, fundamental database management techniques, fundamental spreadsheet techniques: graphs, creating integrated reports and an overview of ENABLE's telecommunications applications.
Mon. and Wed. 5 to 7 p.m.
Kensington Campus
30 hours Fee: $203.00
April 25 to June 15
For more information about this course, please call 967-1212, ext. 2481.

Framework II

PRGM 937

This course will introduce the student to Framework II and the following: interaction with DOS, major elements of Framework II, graphing, creating a document, modifying a document, data processing, gathering/analyzing information, introduction to FRED programming, program designing, program writing and refinement.
Wed. 7 to 10 p.m.
Kensington Campus
30 hours Fee: $195.00
April 27 to June 29
For more information about this course, please call 967-1212, ext. 2481.

Macros in Lotus 1-2-3 (Release 2)

BUS 912

Prerequisite: Must have completed Introduction to Lotus 1-2-3 (BUS 813) or practical experience with Lotus.
Macros in the past have been referred to by Lotus as the "typing alternative" since they could have saved a user from having to type the same 1-2-3 commands over and over again. Macros have come a long way in the last few years and are now a form of "programming." The student will start off by creating simple macros and then will gradually learn how to create more complex macros. Several macros for business applications will be presented and explained to the student. The course is very much "hands on," and the students will be actively creating their own macros in class.
Sat. 9 a.m. to 4 p.m.
St. James Campus
6 hours Fee: $75.00
April 16
May 14
June 4
For more information please call 967-1212, ext. 3292.

Introduction to ACCPAC General Ledger

ACC 800

Prerequisite: Knowledge of basic accounting.
The ACCPAC General Ledger & Financial Reporting System can be operated by persons with varying degrees of accounting knowledge. Students with an accounting background will, however, be in an advantageous position in appreciating the implications of the various teaching modules. This course aims at teaching the student how to create and maintain a general ledger, enter accounting transactions and produce all critical financial reports, including company profile, chart of accounts, general ledger listing, batch status report, transaction journal, trial balance worksheet, detailed general ledger account listing, and custom financial reports and specification files.
Mon. 2 to 5 p.m.
Harbourfront Microcomputer Centre
235 Queen's Quay West (Register at St. James Campus)
21 hours Fee: $250.00
March 28 to May 9
For more information, please call 967-1212, ext. 3292.

Programming in dBase III

EDP 801

Prerequisite: Intro. to dBase III or equivalent practical experience.
This advanced course introduces the concepts behind programming, and then goes on to creating menus, prompts, file maintenance programs, customized data entry forms and how to deal with multiple files.
Tues. 2:30 to 5:30 p.m.
Harbourfront Microcomputer Centre 235 Queen's Quay West (Register at St. James Campus)
30 hours Fee: $250.00
April 19 to June 21
For more information, please call 967-1212, ext. 3292.

Office Applications Using Lotus 1-2-3

BUS 844

Prerequisite: Keyboarding ability and basic understanding of Lotus 1-2-3.
The course introduces the student to the fundamentals of this very popular electronic spreadsheet, with an emphasis on how to use it in an office environment. Students are introduced to budget forecasting, combining files, and maintaining records.
Thurs. 2:30 to 5:30 p.m.
Harbourfront Microcomputer Centre
235 Queen's Quay West (Register at St. James Campus)
18 hours Fee: $150.00 Material: $5.00
March 31 to May 5
May 19 to June 23
For more information, please call 967-1212, ext. 3292.

Wordprocessing in Theory and Practice

WORD 803

Prerequisite: Keyboarding ability required.
The concepts and principals involved in wordprocessing are examined in order to make the student flexible in adapting to different wordprocessing packages. Similarities between some of the different modern wordprocessing packages are discussed. The student will receive plenty of hands-on experience using a popular wordprocessing package.
Wed. 2:30 p.m. to 5:30 p.m.
Harbourfront Microcomputer Centre
235 Queen's Quay West (Register at St. James Campus)
24 hours Fee: $198.00
April 6 to May 25
For more information about this course, please call 967-1212, ext. 3292.

Communications

Certificate in Communications

Our Communications Certificate will help you win that paper war at the office with courses in written communications that will make your letters, memos, and reports clearer, more concise – and hard to ignore. We also have courses that will put more punch in your oral presentations and public speaking, teach you to build your vocabulary, or help you be more assertive and gain confidence. Our approach is all business and our instructors are professional communicators. Students who have satisfactorily completed each course will receive a certificate of competence and, on completion of six courses, will receive a certificate in Communications. Courses selected from the Creative Writing Certificate program may be used as credits for this certificate with the approval of the department. For more information, please phone 967-1212, ext. 3377.

Speaking with Confidence

ELS 809

When you are called on "to say a few words" to a social or a business group, do swarms of butterflies fill the pit of your stomach? And is that fluttering panic you feel holding you back in your private and business life? Speaking with Confidence teaches you to make those swarms of butterflies fly in formation; to turn panic into poise. You will learn to deliver reports and to give presentations with visual aids; to introduce guest speakers; to give a presentation and an acceptance speech. Instructor: Hugh Thomson, writer, editor, public speaker.
Mon. 7 to 10 p.m.
St. James Campus
36 hours Fee: $45.00
April 18 to July 11

Bare Essentials

ENG 933

This course offers the "essentials" of writing skills for the student who is not quite ready for business, technical or creative writing courses. Basic rules of grammar, extensive practice in writing, punctuation, spelling and some speaking skills are included.
Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m.
St. James Campus
42 hours Fee: $52.50
May 9 or 10 to June 27 or 23

Wordplay: Enlarging Your Vocabulary

ELS 823

Are you often at a loss for words? This course teaches you how to improve your vocabulary and build your self-confidence in language use. Wordplay's workshop environment is supportive and non-intimidating. Words are explored through contemporary methods such as role-playing, visualization, and guided conversational exercises. Audio/visual aids are employed. Students work from a dictionary, Roget's Thesaurus and a text designed to increase vocabulary. Instructor: Mike Kilpatrick
Thurs. 6:30 to 9:30 p.m.
St. James Campus
36 hours Fee: $45.00
April 21 to July 7
The following four courses, COMM 901, COMM 902, ELS 903 and ELS 909 are equivalent to courses offered in George Brown College post-secondary diploma programs. Students planning to take one or more of these courses for full-time credit should consult with the Chairperson of English and Liberal Studies or a designated coordinator.

Communications I

COMM 901

Prerequisite: Grade 12 English or mature student status.
This course covers study skills, essential grammar and punctuation skills, organizing ideas effectively in paragraph and short essay forms, proofreading techniques, research skills, introductory report writing and short oral presentations. Instructor: Julie Joyce
Tues. and Thurs. 6 to 9 p.m.
St. James Campus
42 hours Fee: $52.50
May 10 to June 23

Communications II — Business & Technical Writing

COMM 902

This course takes the student through a step-by-step process of writing either a business or technical report, including research, organization, outlining, bibliography, how to begin, sectioning, revision, and summary/abstract. Emphasis at the beginning includes basic rules of technical writing, grammar and layout. By taking one step at a time, the student produces a polished, well-researched "professional report" by the end of the course. Various business letter situations are covered as well. Instructor: Julie Joyce
Mon. and Wed. 6 to 9 p.m.
St. James Campus
42 hours Fee: $52.50
May 9 to June 27

Written Business Communication

ELS 903

Prerequisite: Grade 12 or mature student status.
This course provides the student with a solid foundation in written business communication. Instruction is given on appropriate format and technique in writing memoranda, business letters, policy and procedure manuals, and informal and formal reports, including the financial report.Emphasis will be placed on planning, organizing and writing the message effectively. Instructor: John Hamilton
Tues. and Thurs. 6 to 9 p.m.
St. James Campus
42 hours Fee: $52.50
May 10 to June 23
ELS 903 if successfully completed, permits CGA candidates to meet the CGA Business Communications requirement. A diagnostic test is written the first evening of ELS 903. Students lacking the necessary language skills for formal report writing are advised to first complete ENG 933 — Bare Essentials. ELS 909 is strongly recommended to CGA candidates and all those interested in improving their oral communication skills.

Report Writing for Positive Results

ENG 805

Prerequisite: Grade 12 or mature student status.
Designed for personal career satisfaction, this course provides intensive training in techniques of persuasive report writing and related oral presentations of matching effectiveness. Practical individual activities and group discussions are geared to managerial, occupational, social and recreational needs. Instructor: Olaf Haddad

Wed. 6:30 to 9:30 p.m.
St. James Campus
36 hours Fee: $45.00
April 27 to July 13

Writing that Works: Strengthen Your Skills for Work-Related Writing

ENG 912

Do you wish you could rewrite your memos and letters? Write them better? Write them with more impact? In this "before and after" workshop, you do guided rewriting exercises to convert ordinary memos into extraordinary communications. You also practise skills to strengthen your style, deliver clear messages and get the results you want from your readers. Instructor: Marlene Webber, journalist and teacher of in-house writing courses in business and human service settings.
Wed. 6 to 9 p.m.
St. James Campus
36 hours Fee: $45.00
April 13 to June 29

The courses "Writing for Clarity and Impact" — ELS 901 and "Introduction to Book Publishing" – ELS 910, described in the Creative Writing section, may count as well toward the Certificate in Communications.

Assertiveness Training

For course description, see page 3.

Gain Confidence, Overcome Shyness

For course description, see page 3.

Certificate in Creative Writing

Develop your romance (or mystery or feature story or poem). You can learn romance writing from a Harlequin editor, poetry from a prize-winning Canadian poet, and journalism from a former Globe and Mail newshound. If that's not enough, try writing children's literature or a screenplay — the choice is yours. You can develop your own style and learn some of the tips of the trade at the same time. After the satisfactory completion of each course, students will receive a certificate of competence and, on completion of six courses, will receive a certificate in Creative Writing. These courses may be used to fulfill elective requirements in the General Arts and Science Diploma Program. For more information, please phone 967-1212, ext. 3377.

Writing for Clarity and Impact

ELS 901

This is a course designed for the student who wishes to write clearly and precisely in any situation — business, social, academic, political and journalistic. This is a nuts and bolts course in which language usage and style are examined critically. Students are required to write and review their work.
Instructor: Arnie Achtman
Tues. or Thurs. 6 to 9 p.m.
St. James Campus
36 hours Fee: $45.00
April 26 or 28 to July 12 or 14

Journalism: Springboard to a Career

ENG 934

News is anything that interests people. Nevertheless, it can be recognized and written only by those with "a nose for news" and a knowledge of how to write it for each of the media — the press, TV and radio. This course develops that news-sense and those writing styles for general reporting and for the specialized covering of sports, entertainment, business, politics, science, education, religion, etc. If you're not interested in a journalistic career, this course will sharpen your observation and enjoyment of the daily news, in print and on the air, because you'll be an insider, someone "in-the-know." The instructor, Hugh Thomson, is a former CBC radio interviewer, Toronto Star columnist and Globe and Mail editor.
Wed. 7 to 10 p.m.
St. James Campus
36 hours Fee: $45.00
April 20 to July 6

Writing for Fun and Profit

ENG 919

Today, with magazines laying off staff writers to cut costs, editors are seeking, as never before, contributions from freelance writers. So why not try writing feature articles or interview stories? Why not submit fillers, lyric poetry, light verse or travel articles? Or stories for children as well as stories for adults? Or humorous features or opinion pieces on lively current issues? This course is for those eager to give freelance magazine writing a solid, educated try under the guidance of a professional writer and former editor of the Globe and Mail.
Instructor: Hugh Thomson
Thurs. 7 to 10 p.m.
St. James Campus
36 hours Fee: $45.00
April 21 to July 7

Creating Short Stories

ENG 801

The short story is enjoying a revival. This class/workshop explores the fundamentals of short story technique and structure, plotting, dialogue, characterization, tone and setting and offers an introduction to experimental writing. Guided by published author Nancy Kilpatrick, students create a short story in class as well as present works-in-progress for support and constructive feedback.
Thurs. 6:30 to 9:30 p.m.
St. James Campus
36 hours Fee: $45.00
April 21 to July 7

Short Story Workshop — Advanced

ENG 918

Prerequisite: Creating Short Stories — ENG 801 or equivalent.
This intensive workshop is devoted to indepth analysis of short stories written by participants. Each student provides the class with photocopies of his or her short fiction to be critiqued between sessions and then discussed in class. Guided by instructor Nancy Kilpatrick, focus is on line-by-line and overall feedback — both technique and gut reaction. As well, marketing suggestions and strategies are discussed. The number of participants is limited to ensure maximum concentration on each story.
Wed. 6:30 to 9:30 p.m.
St. James Campus
36 hours Fee: $45.00
April 20 to May 6

Writing Mysteries

ELS 827

Are you dying to write a mystery? This course explores the theory and structure of mystery writing and develops stylistic techniques in a workshop situation. Each student writes either a short story or two chapters and an outline of a novel during the course and receives editing advice from the instructor (a published mystery writer) and from other students. Instructor: Peter Robinson
Thurs. 6:30 to 9:30 p.m.
St. James Campus
36 hours Fee: $45.00
April 21 to July 7

Poetry Workshop

ELS 902

This course provides an ongoing workshop approach to creative writing, emphasizing a collective critique by peers of submitted material. The instructor provides direction and focus during the session, as well as an overall strategy of development. The course facilitates in-class improvement of writing skills. Students in this course bring established habits or patterns of writing and a commitment to developing their own material. The emphasis is on poetry, with particular attention to modern forms.
Instructor: Christopher Dewdney.
Mon. 6:30 to 9:30 p.m.
St. James Campus
36 hours Fee: $45.00
April 18 to July 11

Writing for the Theatre

ELS 822

A well-known Toronto playwright provides an opportunity for students to learn the basics of writing performable plays. In the process of reading and analyzing the text of a contemporary full-length play, students will learn and practise how to make characters come alive, write believable dialogue, and structure their own scenes for maximum dramatic impact. The course includes the viewing and analysis of a live theatrical production.
Tues. 6:30 to 9:30 p.m.
St. James Campus
36 hours Fee: $45.00
April 26 to July 12

Write Your Own Screenplay

ENG 913

You have a great idea for a screenplay, but you don't know where to start? There are definite structural stages a writer works through in fleshing out and dramatizing an idea — and this course leads the student step-by-step through those stages. Each student writes an outline of a full-length screenplay and the first 30 pages of a script based on that outline. In addition, marketing information and advice will be provided by the instructor, Nika Rylski, a scriptwriter with over 30 TV, film and radio credits to her name.
Thurs. 6:30 to 9:30 p.m.
St. James Campus
36 hours Fee: $45.00
April 28 to July 14

Introduction to Book Publishing

ELS 910

What do publishers want? How can an author dramatically improve his/her chances of getting published? Book Publishing answers these and many other questions frequently asked about publishing. Topcis include: the writer's market; author grants and awards: vanity presses; desktop publishing; self-publishing; typesetters, printers, and book manufacturers; the small press; copyright; contract negotiation; advances and royalties; subsidiary rights (films, book clubs, foreign editions); editing and editors; book design and illustration; production; marketing; advertising and publicity; the bestseller. Instructor: Glen Ellis has edited numerous bestselling and critically acclaimed books.
Tues. 6:30 to 9:30 p.m.
St. James Campus
36 hours Fee: $45.00
April 19 to July 5

Writing for Children

ENG 804

Children's books are magical. Increasing numbers of people want to be part of the surge in children's literature in this country, to create that special book which young readers will always remember. In this course, presented by the staff of the Children's Book Centre, students meet established writers, illustrators, editors and publishers. They learn about the children's literary marketplace and publishing industry, and receive practical suggestions about how to approach a publisher. In addition, they have an opportunity to explore their motivation in writing for children and, through extensive workshop experience, to hone their writing skills. At the first class meeting, materials will be available for which the fee is $10.00. Students register at St. James Campus. Classes meet at the Children's Book Centre, 229 College St.
Tues. 6:30 to 9:30 p.m.
Children's Book Centre, 229 College St.
30 hours Fee: $37.50
April 26 to June 28

Writing for Children Workshop (Advanced)

ENG 916

This workshop is designed for those who have successfully completed the initial Writing for Children course – and who now find themselves hopelessly addicted to the writing habit. Students taking the course are those who realize that writing for children is as demanding and risky as any other creative activity. They develop major writing projects, with the aim of bringing them nearer to a publishable state. Opportunities are provided for meeting established writers, editors and publishers. Students also learn more about the practical implications of embarking on a career as a writer.
Thurs. 6:30 to 9:30 p.m.
Students register at St. James Campus. Classes meet at the Children's Book Centre, 229 College Street.
30 hours Fee: $37.50
April 28 to June 30

Romance Writers' Workshop

ELS 812

Prerequisite: Ability to write creatively.
Every month, more than 140 romance novels hit the stands. Publishers are eager to find reliable new talent to meet their publishing requirements. Despite the opportunities for romance writers, rejects are high because aspiring writers are unaware of what the publishers want. Let Nancy Roher, editor of Harlequin books, help you to break into the romance fiction market. She helps you to

understand the market, and identifies your style and gets you started on your next romance.
Mon. 6:30 to 9:30 p.m.
St. James Campus
24 hours Fee: $30.00
May 2 to June 27

Advanced Romance Writing
ELS 818

Prerequisite: Romance Writers Workshop
This course is designed for the serious romance writer who has already written introductory chapters of a romance novel. The course guides the student to successful completion of a novel. Advanced Romance Writing gives intensive editorial assistance for in-process work. The class is restricted to 12 to 15 students to ensure maximum contact between instructor/editor and student. Individuals learn through interaction with other writers to overcome problems that all writers share. Instructor: Claire Ablitt
Mon. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $37.50
April 25 to July 4

Saturday Seminar

NEW

Make the News Media Work for You
ENG 806

Editors of newspapers, TV, radio, general magazines, trade and professional journals toss out most of the publicity releases they receive from public relations writers with businesses, industries, professions, governments and associations. Yes, even those with viable news buried in huckster-style writing. For publicity writing must be news writing, yet seldom is. A veteran promotion director, news writer and editor with the Toronto Star and Globe and Mail shows in this course those in public relations and those eager to break into it, how to make the print and broadcast media their oyster.
Instructor: Hugh Thomson
Sat. 10 a.m. to 4 p.m.
St. James Campus
6 hours Fee: $36.00
April 30

Client Services

George Brown College offers a variety of programs and services which are available to the Business and Industry Community. We can assist your company in implementing training; on the job, in your plant, at our college or any other suitable location. Existing programs may be utilized, altered to meet your needs or, if required, a new training program will be designed to meet your specifications. For further information, please call the Client Services Unit at 967-1212, ext. 3219.

Training to Improve Communications in Multicultural Workplaces

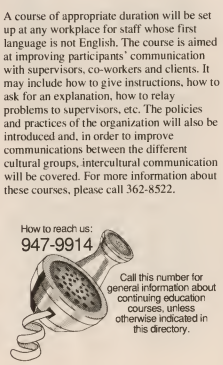
George Brown College can offer courses that will improve communications and job effectiveness in multicultural workplaces.

Management Personnel

This 16-hour course is designed to increase the awareness and skills needed by management to effectively communicate with and supervise a multicultural work force. The course includes the impact of culture on communication and behaviour and how to prevent and deal with intercultural miscommunication at the workplace. It also looks at how to convey information and instructions to second-language speakers. Race relations issues and strategies for dealing with these issues are dealt with.

Staff

A course of appropriate duration will be set up at any workplace for staff whose first language is not English. The course is aimed at improving participants' communication with supervisors, co-workers and clients. It may include how to give instructions, how to ask for an explanation, how to relay problems to supervisors, etc. The policies and practices of the organization will also be introduced and, in order to improve communications between the different cultural groups, intercultural communication will be covered. For more information about these courses, please call 362-8522.


How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Languages

English as a Second Language

Learning to Read and Write in English
LT 921

A course in basic English designed for non-native speakers with a limited knowledge of the language. This course prepares students for the basic English courses by teaching them required reading and writing skills, including alphabet work and spelling.
Mon. and Wed. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $62.50
Registration: May 2 to 5, 5 to 6:30 p.m.
Dates: May 16 to August 15

Pre-Intermediate English
LT 813

A course for English as a second language students who have a limited ability in English. The focus is on grammar but includes listening comprehension, pronunciation and possibly some work in our language laboratory. Successful completion of the course allows the student to proceed to more advanced courses.
Mon. and Wed. or Tues. and Thurs. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $89.00
Registration: May 2 to 5, 5 to 6:30 p.m.
Dates: May 16 or 17 to August 15 or 9

Intermediate English
LT 812

For students who already know some English, this course emphasizes grammar but also deals with speaking, writing and listening comprehension. There may be some work in the language laboratory to improve pronunciation. Successful completion of this course qualifies the student for Advanced English.
Mon. and Wed. or Tues. and Thurs. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $89.00
Registration: May 2 to 5, 5 to 6:30 p.m.
Dates: May 16 or 17 to August 15 or 9

Advanced English for E.S.L.
LT 803

For students who have learned to speak and write basic English, this course further develops conversational skills, grammar and reading comprehension.
Mon. and Wed. or Tues. and Thurs. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $89.00
Registration: May 2 to 5, 5 to 6:30 p.m.
Dates: May 16 or 17 to August 15 or 9

English Pronunciation Part I
LT 917

A short course on developing speech production for intermediate or advanced ESL students. Students use the language laboratory and there will be no formal instruction in grammar.
Tues. 7 to 9 p.m.
Kensington Campus
20 hours Fee: $25.00
Registration: May 2 to 5, 5 to 6:30 p.m.
Dates: May 17 to July 19

English Pronunciation Part II
LT 919

Prerequisite: LT 917 or previous study in phonology.
Emphasis is on refining English speech production for students who have completed LT 917 or studied some phonology in another course. The course also offers further study in transcription, sounds, stress and intonation.
Tues. 7 to 9 p.m.
Kensington Campus
20 hours Fee: $25.00
Registration: May 2 to 5, 5 to 6:30 p.m.
Dates: May 17 to July 19

Conversational English for New Canadians
LT 818

Designed for high intermediate and advanced students, this course develops fluency in conversational English. Since there is no formal instruction in grammar, students with grammar problems should register in Pre-Intermediate ESL (LT 813) or Intermediate
Mon. and Wed. 7 to 9 p.m.
Kensington Campus
40 hours Fee: $78.00
Registration: May 2 to 5, 5 to 6:30 p.m.
Dates: May 16 to July 25

Writing for Advanced Students of English as a Second Language
LT 819

For the high intermediate or advanced student who wants to learn to write more clearly. Instruction focuses on helping students with their individual writing problems.
Mon. 7 to 9:30 p.m.
Kensington Campus
25 hours Fee: $53.00
Registration: May 2 to 5, 5 to 6:30 p.m.
Dates: May 16 to July 25

Language Test Preparation
LT 916

This course helps prepare intermediate and advanced ESL students to write tests of language proficiency such as the Michigan Test or the TOEFL (Test of English as a Foreign Language). Topics studied in-depth include: listening, reading comprehension, writing, grammar and vocabulary.
Mon. and Wed. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $62.50
Registration: May 2 to 5, 5 to 6:30 p.m.
Dates: May 16 to August 15

Language Teaching

A Practical Course in Teaching English as a Second Language to Adults
LT 912

Prerequisite: Applicants should be native speakers of English with demonstrable expertise in the Canadian dialect. An exception could be made if a non-native speaker were judged to have equivalent fluency. Preference is given to those involved in, or those who have a future commitment to the field.
Course Content: The course is divided into two major sections: 110 lecture hours on Monday and Wednesday evenings, and a two-part practicum during the day. Lectures cover theoretical and practical topics in Linguistics and Teaching English as a Second Language (TESL). The majority of lecture hours are devoted to general ESL methodology and the discrete language skills of listening, speaking (including pronunciation), reading and writing. In addition, a substantial number of hours are spent studying phonetics, phonology, grammar, language testing, psycholinguistics and sociolinguistics.
The first segment of the practicum (10 hours, September to December) comprises lesson observation. The second segment (20 hours, January to April) comprises practice teaching under the guidance of experienced ESL teachers. Enrolment is limited. To obtain an application form please contact Sophie Pandi at 967-1212, ext. 4268.
Fee: $175.00
Registration deadline: May 31, 1988
Start September 19, 1988

French

George Brown offers a comprehensive selection of French courses to suit everyone from beginners learning their first few phrases to fluent speakers who want to perfect their professional vocabularies. The core of George Brown's French offerings is made up of second-language conversation courses. In these courses, students learn to speak and understand French in a relaxed and lively atmosphere. The Centre uses up-to-date teaching methods that emphasize authenticity, students' participation, pronunciation, listening skills and role playing.
For more advanced students or Toronto francophones, the Centre offers a variety of French courses ranging from business French and microcomputer programming to cooking and drawing.
Some courses can be combined by intermediate and advanced students to earn a Certificate of Proficiency in French which is particularly useful to people who use French at work.

Certificate of Proficiency in French

Students must complete Speaking French Level 6 as well as four courses in French in order to graduate. Students exempted from all Speaking French courses must complete five courses in French.
Compulsory Courses:
Speaking French — LT 804, LT 805, LT 828, LT 835 levels 3,4,5 and 6, or LT 932 levels 2A and 3A. Students placed at levels higher than 3 are granted equivalence status for the lower levels.
Grammaire française — LT 927 Culture et société franco-canadiennes — LT 824
Electives (two or three courses from this section):
Correction phonétique — LT 929
Le français langue des affaires — LT 928
Communication écrite I — LT 822
Communication écrite II — LT 926
Introduction à la traduction — LT 823 La programmation sur micro-ordinateur I — PRGM 925
A La programmation sur micro-ordinateur II — PRGM 935A
Note: Students enrolled in the certificate program must attend 80% of the classes and obtain a 'B' standing in order to proceed.

Interviews:

New students of French as a second language must have a short placement interview during registration week. Times and places for interviews are indicated after each course listed below. Returning students should register at least two weeks before the start of the courses.

Basic Level Courses

Levels 1A — 1B and 2A — 2B

Students develop conversational skills that enable them to express themselves simply in various daily situations. Attention is also given to the structures of the language and pronunciation. In level 2, students are encouraged to express opinions, relate events and tell simple stories.

Intermediate Level Courses

Levels 3 and 4

Students learn to express themselves more correctly and precisely. A lot of class work is based on the interests and occupations of the students. They are urged to discuss topics of personal interest, happenings in their lives and current events.

Advanced Level Courses

Levels 5 and 6

At this level, students can convey their message in almost every situation as they refine their skills in expressing doubt, insistence, feelings, necessity, etc. Idiomatic usage and the finer points of grammar are dealt with and students are challenged to defend opinions and ideas. They are encouraged to take advantage of francophone activities in Toronto.

Three Week French Intensive Program

The principal aim of this three-week intensive full-day program is to develop conversational skills in a more rapidly-paced time period. All students must arrange a placement interview at least two weeks before July 4, 1988, to ensure that they start at the appropriate level. Please call the French Centre at 967-1212, ext. 4388.

Three Week — French Intensive Program — Beginner I

LT 932-1A

The basic elements of French including grammar, simple conversation and pronunciation. Students practise their conversational skills in the language laboratory. Emphasis is on conversational practice for everyday use.
Mon to Fri. 9 a.m. to 4 p.m.
Kensington Campus
90 hours Fee: $112.50
July 4 to July 22 or July 25 to August 15

Three Week — French Intensive Program — Beginner II

LT 932-1B

Prerequisite: An oral placement interview.
Further practise in conversation and aural comprehension, consolidating and correcting basic skills. Students learn to give instructions, express opinions and tell simple stories. The language laboratory is used to practise conversational skills.
Mon to Fri. 9 a.m. to 4 p.m.
Kensington Campus
90 hours Fee: $112.50
July 4 to July 22 or July 25 to August 15

Three Week — French Intensive Program — Intermediate

LT 932-2A

Prerequisite: An oral placement interview.
Further development of conversational French with a consolidation of grammar and pronunciation. Topics covered include: idioms, past and future tenses, adverbs. Advanced practise in conversation and aural comprehension including how to describe people, objects and events in detailed statements, make comparisons and express opinions.
Mon to Fri. 9 a.m. to 4 p.m.
Kensington Campus
90 hours Fee: $112.50
July 4 to July 22 or July 25 to August 15

Three Week — French Intensive Program — Advanced

LT 932-3A

Prerequisite: An oral placement interview.
Intensive practise in conversation, improvement of oral/aural skills. Further study of grammar and idiomatic expressions, as well as reading and pronunciation. Students discuss current events and learn to defend their points of view.
Mon to Fri. 9 a.m. to 4 p.m.
Kensington Campus
90 hours Fee: $112.50
July 4 to July 22 or July 25 to August 15

Speaking French (all levels)

LT 805

Mon. or Wed. 6:15 to 9:15 p.m.
St. James Campus (200 King Street East – east of Jarvis)
42 hours Fee: $52.50
May 9 or 11 to August 22 or 10
Placement interviews: St. James Campus, Room 429 April 25 to 29, 5 to 6:30 p.m.

Speaking French: Saturdays (basic levels)

LT 835

Sat. 9:30 a.m. to 12:30 p.m.
Kensington Campus
42 hours Fee: $52.50
May 7 to August 13
Placement Interviews: Kensington Campus, Room 1106, Building 1 May 2 to 5, 5 to 6:30 p.m.

Speaking French: Saturdays (Intermediate levels)

LT 930

Sat. 9:30 a.m. to 12:30 p.m.
Kensington Campus
42 hours Fee: $52.50
May 7 to August 13
Placement Interviews: Kensington Campus, Room 1106, Building 1 May 2 to 5, 5 to 6:30 p.m.

Conversational French — Intensive (all levels)

LT 828

Placement interviews for Conversational French — Intensive classes will take place on the following dates: May 2 to 5, from 5 to 6:30 p.m., Room 1106, Building 1, Kensington Campus.
Tues. and Thurs. 6:15 to 9:15 p.m.
Kensington Campus
42 hours Fee: $52.50
May 10 to June 23 or July 5 to August 18
NOTE: Students who plan to take the second session of LT 828 should phone for an interview at 967-1212, ext. 4388 at least two weeks before classes start.

Cours en français

Pour vous inscrire aux cours suivants complétez la formule à la fin de ce répertoire et postez-la ou, allez directement au bureau d'inscription sur le campus où le cours a lieu. Inscrivez-vous le plus tôt possible pour être sûr(e) d'avoir une place. Veuillez téléphoner au département de français pour de plus amples renseignements: 967-1212, poste 4388.

Vivre en français à Toronto

LT 925

Ce cours permet aux étudiants de pratiquer le français par des sorties culturelles, des entretiens avec des Francophones travaillant à Toronto et par l'exploitation des ressources francophones de Toronto. Les apprenants participent activement à la préparation du programme et des sorties.
mercredi 19h-22h
Campus St-James
36 heures Coût: 60.00$
du 18 mai au 3 août

Grammaire française pour non-francophones

LT 927

Prérequis: Niveau 5 ou équivalent.
Ce cours est destiné aux étudiants de niveau avancé désireux d'améliorer leur grammaire orale et écrite, afin de pouvoir mieux communiquer en français. Tout en présentant les principales règles de grammaire par le biais d'exercices structuraux traditionnels, le cours encourage l'étudiant à constamment réappliquer ces règles de façon personnelle en rédigeant des lettres, des compositions, etc. et en faisant divers types de présentations orales. Au besoin, on fait également appel à la grammaire comparée du français et de l'anglais et on étudie des textes en français bien écrit. Le cours se donne entièrement en français.
mercredi 18h15-21h15
Campus Kensington
42 heures Coût: 52.50$
du 11 mai au 10 août

Introduction à la traduction

LT 823

Ce cours initie les apprenants bilingues aux techniques nouvelles de la traduction et leur donne l'occasion de développer une approche pratique dans différents domaines. En traduisant des textes tirés de domaines variés (littérature, sciences, publicité,
mercredi 18h15-21h15
Campus Kensington
42 heures Coût: 52.50$
du 11 mai au 10 août

Certificat en Enseignement du Français Langue Seconde aux Adultes

Le Centre Français offre, à temps partiel, un Certificat en enseignement du français langue seconde aux adultes. Ce certificat est conçu à l'intention des francophones qui désirent travailler dans ce domaine. Les candidatures de non-francophones ayant un

Evaluation et Obtention du Certificat

Chaque étudiant devra remettre pour chacun des cours complétés, des travaux évaluant son apprentissage, participer à un minimum de 80% du cours et réussir les examens afin d'accéder au cours suivant. La note de passage pour chacun des cours est de 60%. Un certificat en enseignement du français langue seconde aux adultes sera décerné aux candidats ayant rempli toutes les exigences énumérées çi-haut.

Italian

Italian Language and Heritage Basic

LT 806A
Intermediate LT 806B
Advanced LT 806C

Develop both speaking and writing skills while learning about Italian culture.
Mon. and Wed. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $89.00
Registration: May 2 to 5
Dates: May 16 to August 15

French Immersion Programs in Québec – Summer '88

George Brown College will offer two French Language Immersion programs in the Province of Québec next summer. The programs will take place in La Pocatière, a town with a population of 6,000 located on the south shore of the St. Lawrence River, 130 kms east of Québec City.

One of our programs is a six-week course including classroom instruction, workshops, socio-cultural activities and excursions. We teach all levels, from beginners to advanced. Students must be 18 years old by the beginning of the program.

The second program is a four-week course designed for teachers of FSL and adults in general who have attained a strong intermediate level of fluency in French. A limited number of families can also be accepted in the program. We offer conversational classes, socio-cultural and instructional workshops as well as activities and excursions. Basic French courses will also be offered for participants' spouses. An activity program for children between 4 and 12 years of age will be offered independently at the La Pocatière playground.

For further information, please phone the French Centre at 967-1212, ext. 4388.

Certificat "Operatrice-Teur de Micro-ordinateur"

A partir de septembre 1988, le Centre français projette d'offrir, à temps partiel le soir, un programme intitulé "Opératrice-teur de micro-ordinateur." La formation sera composée des cours suivants: – Traitement de texte; – Traitement des données; – Application de gestion; – Principes du micro-ordinateur; – Français des affaires. Pour information, téléphonez au Centre français au 967-1212, poste 4388.

Spanish

Spanish Language and Heritage Basic

LT 808A Intermediate LT 808B Advanced LT 808C

Develop both speaking and writing skills while learning about Spanish culture, particularly the cultures of the Spanish-speaking countries in South America.
Mon. and Wed. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $89.00
Registration: May 2 to 5
Dates: May 16 to August 15

German

German Language

LT 817

This course develops students' language skills according to their individual competence in German.
Mon. and Wed. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $89.00
Registration: May 2 to 5
Dates: May 16 to August 15

Chinese (Mandarin)

Chinese Language (Mandarin)

LT 825

Develop both speaking and writing ability while learning about Chinese culture.
Mon. and Wed. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $89.00
Registration: May 2 to 5
Dates: May 16 to August 15

George Brown College in co-operation with the Chinese Interpreter and Information Serices (CIIS) and the Sing Tao Newpaper presents :

Practical Translation in the Chinese and English Languages: An Introduction

LT 941

Prerequisite: A satisfactory level of writing competence in both Chinese and English.
The aim of this course is to train Chinese/English interpreters/translators for employment in law courts, hospitals, and business and industry in Ontario. The topics covered include: the history and theory of translation, reference books used and translation of terms and idioms. The course provides practice in the skills of both oral and written translation. In written translation students are trained to translate different varieties of writing and become skilled in different methods and techniques of translation. The oral translation students become adept at translating from English to Chinese and vice versa. Various uses of language are included in order to train students to handle English and Chinese in different situations and to lay
Monday 7 to 10 p.m.
Kensington Campus
42 hours Fee: $52.50
May 9 to August 22

Advanced Translation in the Chinese and English Languages

LT 942

Prerequisite: Practical translation in the Chinese and English languages.
The course in Advanced Translation in Chinese and English aims to prepare graduates for employment as translators/interpreters in business, industry, and government, as well as in legal and medical settings.
The course trains students in techniques such as omission, amplification, repetition, conversion, negation and other translation methods. Pitfalls that translators and interpretors are likely to overlook are studied and analyzed.
Advanced translation skills are acquired through intensive Chinese to English and English to Chinese exercises. Simultaneous interpretation is the focus in oral practice. Assessment is both formative and summative. Students are required to submit a work of translation at the end of the course.
Wed. 7 to 10 p.m.
Kensington Campus
42 hours Fee: $52.50
May 11 to August 10

Arabic

Standard Arabic for Beginners

LT 918

Gain a basic knowledge of modern standard Arabic as it is used throughout the Arab world. Emphasis is placed on conversational skills and discussing contemporary Arab values. Class activities are relevant to those doing business with the Arab world.
Mon. and Wed. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $62.50
Registration: May 2 to 5
Dates: May 16 to August 15

Portuguese

Basic Portuguese

LT 840

This course aims at the development of facility in both speaking and writing. Language instruction is given in contexts that reflect the most notable features of Portuguese culture.
Mon. and Wed. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $89.00
Registration: May 2 to 5
Dates: May 16 to August 15

Sign Language

Introduction to Sign Language

CES 900

Introduces students to basic American Sign Language structure and vocabulary through a communicative or direct experience method. The focus is on achieving survival level expressive skills and the development of strong receptive skills. Students must purchase a textbook. Instructors: Brian Hunter and Maureen Wichert.
Mon. 6 to 8 p.m. or 8 to 10 p.m.
Casa Loma Campus
24 hours Fee: $30.00
April 25 to July 18

Sign Language — Level II

CES 901

Prerequisite: Introduction to Sign Language — CES 900 or equivalent.
Students learn more structures, grammatical features and vocabulary based on material learned in the Level I class. Both receptive and expressive skills are emphasized using a conversational method in class. The same text as Level I is used.
Instructor: Brian Hunter is a freelance sign language interpreter employed by the Secretary of State and Ontario Interpreters Services. He is also a certified sign language interpreter, Registry of Interpreters, U.S.A.
Tues. 6 to 8 p.m.
Casa Loma Campus
24 hours Fee: $30.00
April 26 to July 12

Certificate Programs

George Brown's Business Division offers many certificate programs for part-time students. These programs comprise a number of compulsory subjects as well as one or more electives. Certificate programs are available in:
- Accounting*
- Business Management
- Records Management
- Secretarial Practice
- Marketing
- Paperwork Simplification
- Business Procedures Analyst (Fall & Winter semesters)
- Archival Practices (Fall & Winter semesters)
- Canadian Credit Union Institute Fellows Program (CCUI)
- Business Management Studies (OMDP)
- Supervisory Studies (OMDP)
- Trust Companies Institute
- Physical Distribution
- Office Administrator
- Medical Secretarial
- Purchasing Management Association of Canada (Fall only)
- The Institute of Law Clerks of Ontario
- The Association of Municipal Clerks and Treasurers of Ontario

For all certificate programs, Grade 12 English is required. Second language students and/or mature students not having Grade 12 will be required to pass an English test. Phone 967-1212, ext. 3289 to arrange for an English evaluation.
*Students enrolled in the "Part-time Certificate Program in Accounting" must obtain a "B" standing in each course to proceed.

Certificate Program in Accounting

This program gives students a thorough knowledge of the main aspects of accounting. It is of interest to someone already working in a junior position in the field or anyone interested in a general career in business administration.
Entrance requirement: Secondary School Graduation Diploma or equivalent standing. Applicants with a lower level of formal education are considered if they have related business experience.Students are expected to complete the program within a maximum of three years.
Students may apply for credits for related subjects taken at other community colleges or similar institutions.

6 Courses: 4 compulsory, 2 electives

Compulsory:
- Accounting I
- Accounting II
- Cost Accounting
- Economics (Fall & Winter only)

Electives:
- Business Management I
- Business Management II
- Bare Essentials
- Ontario Business Law I
- Ontario Business Law II (Winter only)
- Introduction to Computer Programming.

Or choose a maximum of two other related Business Division offerings.

Certificate Program in Business Management

This program is designed to develop the managerial skills of potential managers and those currently working as junior managers. Entrance requirements: Secondary School Graduation Diploma or equivalent standing. Applicants with a lower level of formal education are considered if they have related business experience. Students are expected to complete the program within a maximum of three years.
Students may apply for credits for related subjects taken at other community colleges or similar institutions.

6 Courses: 4 compulsory, 2 electives

Compulsory:
- Business Management I
- Business Management II
- Marketing
- Accounting I

Electives:
- Introduction to Computer Programming
- Accounting II
- Cost Accounting I
- Bare Essentials
- Ontario Business Law I
- Ontario Business Law II (Winter only)
- Effective Supervision – Human Relations
- Economics (Fall & Winter only).

Or choose a maximum of two other related Business Division offerings.

Certificate Program for the Office Administrator

This program is designed to meet the changing needs of today's office in business, the professions and government. Entrance requirements: Secondary School Graduation Diploma or equivalent standing. Applicants with a lower level of formal education are considered if they have related business experience.
Students are expected to complete the program within a maximum of three years. Students may apply for credits for related subjects taken at other community colleges or similar institutions.
Prerequisites:Grade 12 English Typing 45 wpm. Proof to be supplied upon registration

Compulsory:
- Bookkeeping
- Word Processing II
- Office Procedures
- Dicta/Transcription/Proofreading – Students are required to take a total of 2 electives.

Electives A: Choose one
- Effective Supervision Human Relations
- Introduction to Records Management
- Word Processing – Advanced
- Effective Communication in Today's Business World

Electives B: Choose one
- Supervisor – Training and Developing Staff
- Supervisor – Managing Resources
- People Management: Tools and Techniques

Certificate Program in Secretarial Practice

Prepares students for a career in the stenographic/secretarial field and refreshes old skills for those returning to office work. Entrance requirements: Secondary School Graduation Diploma or equivalent standing. Applicants with a lower level of formal education are considered if they have related business experience.
Students are expected to complete the program within a maximum of three years. Students may apply for credits for related subjects taken at other community colleges or similar institutions.Courses in this program may be suitable if you are studying for the Certified Professional Secretaries program. For more information, please call Debra Robinson at 591-7377.

6 Courses: 5 compulsory, 1 elective

Compulsory:
- Advanced Typing
- Word Processing I
- Office Procedures
- Dictation/Transcription/ Proofreading
- Bare Essentials

Electives:
- Forkner Shorthand
- Intermediate Wordprocessing
- Introduction to Computer Programming
- Bookkeeping
- Introduction to Records Management
- Advanced Records Management

Or choose a maximum of two other related Business Division offerings.
For information regarding program credits, please call 967-1212, ext. 3292.

Certificate Program in Medical Secretarial

This program provides the student with specialized skills required for working in a medical office.
Entrance requirements; Secondary School Diploma or equivalent standing. Applicants with a lower level of formal education are considered if they have related business experience.
Students are expected to complete the program within a maximum of three years. Students may apply for credits for related subjects taken at other community colleges or similar institutions.
Prerequisites: Grade 12 English, 45 wpm typing.

7 courses: 6 compulsory, 1 elective

Compulsory – 6:
Medical Office Practice I – Fall only
Medical Office Practice II – Winter only
Machine Transcription I – Fall only
Machine Transcription II – Winter only
Medical Terminology I – Fall only
Medical Terminology II – Winter only

Elective:
Word Processing I

Students who have previously successfully completed the existing Medical Office Practice will be granted exemption for Medical Office Practice II if taken within the last two years, (1985 – 1987) and at George Brown College.

George Brown College in Cooperation with The Institute of Law Clerks of Ontario

The Ministry of Skills Development in its Training Profile (1986) for the Law Clerk defines "law clerk" as: "...a trained specialist, capable of doing independent legal work, which may include managerial duties, under the direction and guidance of a Barrister and Solicitor, of routine legal and administrative matters and to assist him in the more complex ones, and has a thorough knowledge of the practical conduct of a law office and of the procedural aspects of matters handled by the principal.." The program is comprised of four courses offered over two years. In year one, you are exposed to the areas of real estate and estates. In year two you are exposed to litigation and corporate law.Students have the opportunity of writing a province-wide exam set and marked under the supervision of the Institute of Law Clerks of Ontario. Successful completion of the Institute's four exams is a necessary requirement for associate level membership within the Institute and such completion is a universally accepted standard of achievement within the legal profession, as is membership in the Institute.

4 courses:
Real Estate – Fall only
Litigation – Fall only
Estates – Winter only
Corporate – Winter only

Certificate in Records Management

This program, offered in cooperation with the Toronto Chapter of the Association of Records Managers and Administrators, will be of interest to all people who are currently involved in the management of business communications, EDP records, files, forms and reports, records systems and procedures, retention, protection and disposal of vital records. Persons aspiring to management positions in these areas should find this program particularly helpful.

6 Courses: 4 compulsory, 2 electives

Compulsory:
RM 900 – Introduction to Records Management RMI
RM 901 – Advanced Records Management RMII
RM 904 – Machine Readable Records and Archives
MICR 900 – Microfilm for your Business

Electives:
Choose one subject each from *two* of the following groups:
Archives
BUS 800 – Introduction to Archival Practices
BUS 801 – The Administration of Archives
Forms
RM 902 – Forms Management RMIII
FORM 900 – Procedural Analysis
FORM 901 – Forms Design Manuals
RM 903 – Manuals Management

Certificate Program in Paperwork Simplification

The Forms and Manuals Management Association (FMMA), formerly the Canadian Association for Business Forms Management (CABFM), offers a certificate program in Paperwork Simplification.This certificate program benefits organizations by providing their employees with the technical and administrative expertise required to:
- develop, implement and manage a comprehensive Forms Management program;
- plan and conduct simple analysis projects for the purpose of simplifying paperflow;
- design forms that are efficient to use, economical to produce, and that enhance the organization's image.

Certificate Program in Paperwork Simplification:

3 Courses:
- Procedural Analysis (Fall and Winter only)
- Forms Design (Fall and Winter only)
- Forms Management (Fall and Winter only)

Certificate Program — Business Procedures Analyst

The Business Procedures Analyst Certificate program is a continuation of the basic Paperwork Simplification Certificate program offered by the Forms and Manuals Management Association (FMMA), formerly the Canadian Association for Business Forms Management (CABFM).This advanced program, reflecting constantly and rapidly changing activities in the forms management field, will provide participants with:
- forms design expertise in all varieties of business forms;
- a basic understanding of the newest technologies relative to forms;
- the techniques for carrying to a successful conclusion the procedural analysis projects they learned to initiate and conduct in the basic program;
- the background for interfacing with manual or automated systems analysis projects;
- the documentation requirements and techniques of procedural analysis projects.

This program, in combination with the basic program (which is a prerequisite), will give people involved in the management of forms, manuals, records and information flow in general some basic skills needed to carry out their activities more efficiently and cost effectively.

4 Courses:
- FORM 903 – Advanced Procedural Analysis (Fall only)
- FORM 902 – Advanced Forms Design (Winter only)
- RM 903 – Manuals Management (Fall and Winter only)
- EDP 100X – Introduction to Computer Programming

Students may be granted recognition for the successful completion of an equivalent course at a recognized Community College or University. Applications for such recognition must be submitted in writing together with a copy of transcript of marks to: Director of Education Forms and Manuals Management Association P.O. Box 5338, Station A Toronto, Ontario M5W 1N6

NOTE: Students may enrol in courses in any order, provided that the required prerequisites are met. Students must hold FMMA's (formerly CABFM) Paperwork Simplification Certificate to be eligible to receive the Business Procedures Analyst Certificate.

Municipal Administration Program for Clerks, Treasurers and Other Municipal Administrative Staff

The fabric of our society is undergoing dramatic change. The youth culture, unemployment, the housing crisis, tax reform, urban sprawl, pollution, and population problems clamour for attention. To deal with these problems, local government needs to develop an ability to manage this change and plan for the future municipality. The Municipal Administration Program consists of four units, which are required to obtain the certificate.
A non-refundable materials fee covers the cost of texts.
For further information, please contact: Association of Municipal Clerks and Treasurers of Ontario 100 University Ave., Ste. 801 Toronto, Ontario Tel: 593-1400

4 Courses:
- Introduction to Local Government Fall only
- Municipal Administrative Structure Fall only
- Municipal Financial Management
- Management in the Municipality

Certificate Program in Archival Practices

This program, sponsored by the Toronto Area Archivists Group, provides basic training in archival practices and administration for non-professional archival technicians. The course is of value to information and management professionals with archival responsibilities. Case studies and workshops are used to present practical examples of the theory taught in class. Local professionals lecture on their fields of expertise and give students valuable future contacts.Credit courses from this program are of interest to students in the part-time certificate in Records Management.A non-refundable materials fee covers the cost of texts and supplies.This six-course certificate program consists of the following:

Compulsory Courses:
- Introduction to Archival Practices (Fall Only)
- Introduction to Records Management
- The Administration of Archives (Fall and Winter Only)
- The Care of Records (Conservation Techniques) (Fall Only)

The remaining two courses may be selected from courses listed in the Business section of the calendar or from the following:
Elective Courses:
- Machine Readable Archives and Records (Fall Only)
- Advanced Records Management
- Forms Management
- Manuals Management (Fall and Winter only)
- Microfilm For Your Business (Fall and Winter only)
- Procedural Analysis (Fall and Winter only)
- Forms Design (Fall and Winter only).

Students are encouraged to select at least one computer-based elective. Management students are encouraged to include at least one Management Development elective.

Certificate Program in Marketing

Introduces beginners to the marketing side of business and upgrades the skills of those already employed in the field. Professionals benefit from a more rounded view of marketing and the courses may help them advance in their careers. Lectures from experienced professionals are combined with textbook studies and case analyses.

6 Courses: 4 compulsory, 2 electives
Most subjects are offered Fall & Winter only.

Compulsory:
- Marketing (Fall, Winter, Spring)
- Marketing Management I
- Introduction to Advertising (Fall, Winter, Spring)
- Introduction to Retail Management

Electives:
- Marketing Research and Information Systems
- Industrial Marketing (Fall, Winter, Spring)
- Marketing Law (Fall, Winter, Spring)
- Consumer Behaviour
- Retail Advertising Copy Writing
- Product Planning and Pricing Policy

Or choose a maximum of two other related courses from the Business Division offerings.

Accelerated Accounting Certificate Program

This new program starts in September, 1988, and allows students to complete accounting courses on a part-time basis during the day. The courses completed as part of the program can be used as credits towards:

1. Accelerated Accounting Certificate

2. Business Administration Department
• Diploma in Business — Accounting
• Diploma in Business Administration — Accounting

3. Business Continuing Education Department
• Certificate Program in Accounting

4. Society of Management Accountants
• C.M.A. Designation

5. Certified General Accountants Association
• C.G.A. Designation

This program is a joint offering by the Department of Business, Accounting Program and the Business Continuing Education Department of the School of Business. For further information, contact the St. James Campus, Program Office, at 200 King Street East. Telephone: 967-1212, ext. 3351.

NOTE: Students enrolled in the part-time Certificate Accounting program must obtain a "B" standing in each accounting course in order to proceed.

Certificate in Accounting

Compulsory

Accounting I

ACC 100X

Prerequisite: BOK 552X or equivalent recommended.
Introduces the basic concepts and methodology of accounting as applied to either a service or merchandising business. Major topics studied include: the accounting equation, preparing balance sheets and income statements, the end-of-period process, cash and receivables, inventory, plant and equipment, and income measurement and valuation problems. Text: Fundamental Accounting Principles — latest edition plus workbook.
Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 and purchase of text. See equivalency for CMA, CGA, CCUI, TCI, pages 33,27,35.
April 19 to June 23

Accounting II

ACC 101X

Prerequisite: ACC 100X or equivalent. Transcript of grades must be produced before registration.
A study of the problems related to sources and uses of investment capital, analysis and interpretive problems pertaining to financial reporting, cost accumulation, cost control and financial planning. Major topics include: shareholders' equity, dividends and retained earnings, proprietorship and partnership capital, debt financing, investments, statement of changes in financial position, accounting for manufacturing operations, cost, volume and income analysis. Text: Fundamental Accounting Principles — latest edition plus workbook, KC's Deals on Wheels.
Mon. and Wed. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 and purchase of text. See equivalency for CMA, CCUI, TCI, pages 33,27,35.
April 18 to June 27

Cost Accounting I

ACC 202X

Prerequisites: ACC 100X, ACC 101X or equivalent. Transcript of grades must be produced before registration. For those currently employed in bookkeeping who wish to study cost accounting. The course is compulsory for students in the Accounting program. Subjects studied include: basic concepts of cost accounting, materials, labour, overhead, solving simple costing problems, and using cost accounting techniques to solve major financial cases. Text: Cost Accounting, Planning and Control (latest edition).
Mon. and Wed. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 and purchase of text. See equivalency for CCUI, TCI, pages 27, 35.
April 18 to June 27

Electives

Business Management I

BUS 900A

First of a two-part course for people in junior or middle management positions. Compulsory subject for the part-time Business Management Certificate. This overview of business in Canada deals with the nature and importance of business history, corporate structures and participation in planning a company. Other topics include: definition of a manager, importance of the environment, decision making and policy formulation, organizing and staffing, planning and controlling communication, directing, management qualifications, senior management, first line management and middle management. Text: Business in the Canadian Environment.
Tues. and Thurs. 6 to 9 p.m.
St. James Campus
42 hours Fee: $52.50 Materials: $5.00 and purchase of text. See equivalency for CCUI, TCI, pages 27, 35.
May 3 to June 16

Business Management II

BUS 900B

Second of a two-part course for people in junior or middle management positions. Compulsory subject for the part-time Business Management Certificate. Each student is assigned a major topic for presentation. Topics studied include: production, marketing, financial and personnel functions, current and future concerns, business and government, international corporations, and business in the future. Text: Business in the Canadian Environment.
Mon. & Wed. 6 to 9 p.m.
St. James Campus
42 hours Fee: $52.50 Materials: $5.00 and purchase of text.
May 2 to June 20

Ontario Business Law I

OMDP 902A

For course description, see page 39.

Introduction to Computer Programming

EDP 100X

For course description, see page 11.

Accounting

Cost Accounting II

ACC 204X

Prerequisite: ACC 202X.
Learn more complex cost accounting concepts and techniques. Topics include: responsibility accounting, systems control of materials, labour and overhead, budget and budgetary controls, standard cost systems and variances. Text: Cost Accounting, Planning and Control (latest edition).
Mon. and Thurs. 6 to 8:30 p.m.
St. James Campus
55 hours Fee: $68.75 and purchase of text. See equivalency for CCUI, TCI, pages 27, 35.
April 18 to July 4

Financial Accounting I

ACC 200X

Prerequisites: ACC 100X and ACC 101X.
A study of the theoretical structure of accounting. After a review of accounting principles and concepts, topics studied include: preparing financial statements; valuation of current assets, liabilities and operational assets. Text: Intermediate Accounting (latest edition).
Wed. 6 to 9 p.m. and Sat. 9 a.m. to noon
St. James Campus
78 hours Fee: $97.50 and purchase of text. See equivalency for CMA, CGA, CCUI, TCI, pages 33, 27, 35.
April 20 to July 20

Financial Accounting II

ACC 203X

Prerequisite: ACC 200X.
A continuation of ACC 200X that covers the following subjects: the formation and capital structure of limited companies; accounting for bonds, long term liabilities and investments; accounting for income tax, pension and lease costs; statement of changes in financial position; analysis of financial statements; and accounting for inflation. Text: Intermediate Accounting (latest edition).
Wed. 6 to 9 p.m. and Sat. 9 a.m. to noon
St. James Campus
78 hours Fee: $97.50 and purchase of text. See equivalency for CMA, CGA, CCUI, TCI, pages 33, 27, 35.
April 20 to July 20

Auditing

ACC 205X

Prerequisites: EDP 100X, ACC 100X, ACC 101X, ACC 200X, ACC 203X, ACC 220X, ACC 222X
This course is designed to provide students with an overview of the principles and techniques of auditing. Students learn how to evaluate internal control systems, to prepare working papers in good form, and to communicate audit findings. Text: Principles of Auditing, 3rd Edition.
Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
55 hours Fee: $68.75 and purchase of text.
April 19 to June 30

Canadian Credit Union Institute (CCUI) Fellows' Program

The CCUI Fellows' Program consists of 10 courses (three parts) designed to increase professional competence of personnel in co-operative finance so that credit unions can more effectively contribute to the development of Canadian society.

Admission Requirements: Admission is restricted to employees of credit unions or co-operative industries which are members of CCCS. In addition, applicants must meet the entrance requirements of George Brown College.

Program: The Program includes six compulsory courses and four options from among the approved courses. Only two options under each subject category are allowed.

Complete details on this program may be obtained from:

Credit Union Central of Ontario
180 Duncan Mill Road
Don Mills, Ontario M3B 3K3
(416) 441-2900

EQUIVALENCY COURSE LIST

CCUI	COURSE #	GEORGE BROWN
Letter of Recognition		
Accounting	ACC 100X	Accounting I
Business Administration	BUS 900A	Business Management I
Letter of Commendation		
Economics	EC 903	Economics
Marketing	MARK 100X	Marketing
Plus 2 approved options		
Fellows' Designation		
Business Strategy		N/A
Co-operative Studies		Available only through CCUI
Plus 2 approved options		

APPROVED OPTIONS

Business – General		
Business Law	OMDP 902A	Ontario Business Law I (half-credit)
	OMDP 902B	Ontario Business Law II (half-credit)
Management of Financial Resources		
Business Finance	ACC 101X	Accounting II
Financial Accounting	ACC 200X	Financial Accounting I
Investment Management	ACC 203X	Financial Accounting II
Management Information Systems	EDP 800	Microcomputers in Business
Management of Human Resources		
Personnel Management	OMDP 906	People Management: Tools & Techniques (half-credit)
	OMDP 907	Effective Supervision: Human Relations (half-credit)
Organizational Behaviour	PSY 908X	Psychology in the Workplace (See Liberal Studies)
Marketing		
Consumer Behaviour	MARK906	Consumer Behaviour
Promotion Management	MARK 202X	Marketing Research & Information Systems or
	MARK 904	Introduction to Advertising
Quantitative Methods		
Computer Concepts	EDP 100X	Introduction to Computer Programming

You and The Law

How to Incorporate Yourself
LAW 800

All the information and guidance needed to incorporate your own small business. Learn to prepare Articles of Incorporation according to the law, as well as the various forms of business, particularly the corporation, and legislation governing corporations.
Instructor: Ira Greenspoon, B.Sc., L.L.B., practices law in Toronto and is very interested in educating the public about the law.
Mon. 6:30 to 9:30 p.m.
St. James Campus
12 hours Fee: $49.00
April 11 to May 2

Commercial Law
LAW 200X

Prerequisite: Grade 12 English
Covers the fundamentals of Canadian commercial law that are particularly relevant to management accountants. The course is also helpful for accounting students seeking a professional designation (C.G.A. or C.M.A.) who want to earn an exemption in this subject. Text: The Law and Business Administration in Canada, latest edition.
Wed. 6 to 9 p.m. and Sat. 9:30 a.m. to 12:30 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $5.00 and purchase of text.
April 13 to June 22

Certificate Program for the Office Administrator

This program is designed to meet the changing needs of today's office in business, the professions and government. Entrance requirements: Secondary School Graduation Diploma or equivalent standing. Applicants with a lower level of formal education are considered if they have related business experience. Students are expected to complete the program within a maximum of three years. Students may apply for credits for related subjects taken at other community colleges or similar institutions.
Prerequisites:Grade 12 English Typing 45 wpm. Proof to be supplied upon registration
Compulsory:
- Bookkeeping – BOK 552X
- Word Processing II – WORD 800
- Office Procedures – OP 900 Dicta/ Transcription/Proofreading – DIC 900

Students are required to take a total of 2 electives.

Electives A: Choose one
- Effective Supervision Human Relations – OMDP 907
- Introduction to Records Management – RM 900
- Word Processing – Advanced – WORD 801
- Effective Communication in Today's Business World – OMDP 954

Electives B: Choose one
- Supervisor – Training and Developing Staff – OMDP 955
- Supervisor – Managing Resources – OMDP 957
- People Management: Tools and Techniques – OMDP 906

Certificate in Business Management

Compulsory

Marketing
MARK 100X

A study of basic marketing concepts and practices as they relate to the consumer. Topics include: marketing terminology, controllable and non-controllable variables, and identification of the target market by demographic and geographic segmentation. Text: Foundations of Marketing, latest edition.
Mon. and Wed. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 and purchase of text. See equivalency for CCUI, TCI, pages 27, 35.
April 18 to June 27
NOTE: It is recommended that you read the first two chapters of the text prior to the course start date.

Business Management I
BUS 900A

For course description, see page 26.

Business Management II
BUS 900B

For course description, see page 26.

Accounting I
ACC 100X

For course description, see page 26.

Electives

Introduction to Computer Programming
EDP 100X

For course description, see page 11.

Accounting II
ACC 101X

For course description, see page 26.

Cost Accounting I
ACC 202X

For course description, see page 26.

Ontario Business Law I
OMDP 902A

For course description, see page 39.

Economics
EC 903

Offered Fall and Winter only.

Effective Supervision in Human Relations
OMDP 907

For course description, see page 39.

Certificate in Secretarial Practice

Compulsory

Typewriting III (Advanced)
TYP 905

Prerequisite: 35 w.p.m. or TYP 903.
Further develop typewriting skills and concentrate on more advanced typewriting setups. The goal of the course is to achieve 50 w.p.m. on five-minute tests. Text: Typing Power Drills and Pine Tree Resorts — An Office Simulation.
Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $75.00 Material Fee: $10.00 and purchase of texts.
April 19 to June 23

Pitman Shorthand — Speed Development
SHP 901

Prerequisites: SHP 900A & B or equivalent, and 45 w.p.m. typing.
Develop skills in writing and reading shorthand notes, with the emphasis on short forms and phrases. Learn to take shorthand of average commercial difficulty at speeds of up to 120 w.p.m. and transcribe it into acceptable form at the typewriter. Text: Practical Dictation and Transcription.
Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $75.00 and purchase of text.
April 19 to June 23
Note: This is the last semester that Pitman Shorthand will be offered. See program in Secretarial Practice for changes. Course credits will be honoured.

Word Processing I
WORD 201X

Prerequisites: Grade 12 English and 45 wpm typing (test required).
For the experienced office worker who wants to learn to operate word processing equipment. Intensive hands-on training is provided on the Wang system.
Mon. and Wed. 6 to 9 p.m.
St. James Campus
30 hours Fee: $150.00 and purchase of text.
April 18 to May 18
May 30 to June 29 July 4 to August 8

Office Procedures
OP 900

Prerequisite: Grade 12 English and typing 45 wpm.
Today's office, business or professional, is in a state of change. In this course, attention is given to what the office worker does and the way in which office activities are accomplished. Basic topics such as human relation skills, filing, telephone data communications, dictation and the automated office are discussed. Text: Secretarial Procedures for the Electronic Office.
Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $75.00 Material Fee: $15.00 and purchase of text.
April 19 to June 23

Dictation/Transcription/ Proofreading
DIC 900

Prerequisite: Grade 12 English and typing 45 wpm.
This course provides the student with the skills to dictate, transcribe and proofread effectively. Topics include: operation of a dictation/transcription machine; preparation of text for dictation; transcription of a variety of letter styles, memorandums and reports; and dictation without a prepared text.
Mon. and Wed. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 Material Fee: $15.00
April 18 to June 27

Electives

Intermediate Wordprocessing
WORD 800

For course description, see page 36.

Introduction to Records Management RM I
RM 900

An introduction to the broad range of subjects involved in records management. Lectures, syndicate exercises and discussions help define problem areas, possible solutions and the benefits to be gained by better control of all records. The emphasis is on training the student for supervised work. Text: Information & Records Management (latest edition).
Tues. and Thurs. 6 to 9 p.m.
St. James Campus
42 hours Fee: $52.50 Materials: $15.00 and purchase of text.
May 10 to June 23

Advanced Records Management RM II
RM 901

Prerequisite: RM 900 — Introduction to Records Management RM I.
This in-depth treatment of the subjects covered in RM 900 gives students the practical background for management positions in the profession. Syndicate exercises and class discussions of relevant topics are used to present material. Text: Information & Records Management (latest edition).
Tues. and Thurs. 6 to 9 p.m.
St. James Campus
42 hours Fee: $52.50 Materials: $15.00 and purchase of text.
May 10 to June 23

Introduction to Computer Programming
EDP 100X

For course description, see page 11.

Bookkeeping I
BOK 552X

Develops a working knowledge of basic bookkeeping concepts and procedures. Students can use this course to gain employment in the field or as the basis for a more advanced study of accounting. Topics include: analyzing business transactions affecting assets, liability and owner's equity accounts as well as revenue and expense accounts, recording business transactions, the trial balance, posting, adjustments and closing entries, accounting for professional enterprises, financial statements, petty cash and payroll. Text: Accounting I (latest edition), plus workbook.
Tues. 6 to 9 p.m. plus two 4-hour Sat. sessions within the dates listed below.
St. James Campus
50 hours Fee: $62.50 and purchase of texts.
April 26 to July 26

Certificate in Records Management

See page 24 for complete program listing.

Compulsory

Introduction to Records Management RM I
RM 900

For course description, see page 29.

Advanced Records Management RM II
RM 901

For course description, see page 29.

Certificate Program in Business Procedures Analyst

See page 25 for complete program listing.

Introduction to Computer Programming
EDP 100X

For course description, see page 11.

Certificate in Archival Practices

See page 25 for complete program listing.

Compulsory

Introduction to Records Management RM I

RM 900

For course description, see page 29.

Certificate in Marketing

Compulsory

Marketing

MARK 100X

For course description, see page 29.

Introduction to Advertising

MARK 904

Discover how to use the components of advertising (headline, layout, illustration and copy) for maximum results. Learn to select the right advertising message, identify your target audience, and what medium (television, radio or print) to use.Text: Advertising Theory and Practice (latest edition).
Wed. 6 to 9 p.m.
St. James Campus
42 hours Fee: $52.50 and purchase of text.
See equivalency for CCUI, page 27.
April 27 to July 27

Industrial Marketing

MARK 903

Gives students an understanding of marketing in the industrial sphere and shows them how to effectively market industrial products. Text: Industrial Marketing Management.
Tues. 6:15 to 9:15 p.m.
St. James Campus
42 hours Fee: $85.00 and purchase of text.
May 10 to August 9

Marketing Law

LAW 900

Familiarizes students with the fundamentals of Canadian marketing law and the applicable statutes.
Thurs. 6 to 9 p.m.
St. James Campus
42 hours Fee: $103.00
May 12 to August 11

Municipal Administration Program for Clerks, Treasurers and Municipal Administrative Staff

Management in the Municipality

MUN 903

Prerequisite: designed for Clerks, Treasurers and other municipal administrative staff.
This course deals with the operating differences between small and large municipalities. Topics include: Municipal Law; the Policy Making Process; Effective Communications; Office Management; Personnel Management; Financial Management; the Planning Process and the Elements of Administration.
Thurs. 6 to 9 p.m.
St. James Campus
36 hours Fee: $84.00 Materials Fee: $35.00
April 28 to July 14
A non-refundable materials fee covers the cost of texts.

Purchasing Management Association of Canada (P.M.A.C.)

P.M.A.C.'s Professional Development Program is designed to help students improve their skills in purchasing. The three "Principles" courses are just the first step in obtaining credits towards your Professional Purchaser designation from the Association. For further information on the Professional Development Program, contact the National Office of P.M.A.C. at 2 Carlton Street, Suite 815, Toronto, Ontario M5B 1J3, (416) 977-7111.
Note: P.M.A.C. courses are offered in the fall semester only.

Physical Distribution

Introduction to Physical Distribution

PD 100X

An introduction to all components of a full physical distribution system and its importance to a modern business. Topics include: handling materials, purchasing, warehousing, transportation and inventory control. Text: The Management of Business Logistics, latest edition.
Wed. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50 Materials: $5.00 and purchase of text
April 26 to July 20

Industrial Purchasing

PD 204X

Covers the basic purchasing techniques used in modern businesses. Topics include: locating and negotiating with suppliers, pricing, quality control, timing, cost analysis and control, make or buy decisions, planning and organization. Text: Purchasing & Materials Management Text & Cases, latest edition.
Tues. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50 Materials: $5.00 and purchase of text
April 19 to July 19

Inventory Control

PD 105X

Current inventory control techniques are studied, including: usage forecasting for cost control, balanced inventories, proper lot-size choices, classification, records, physical control and inventory budgeting. Text: Production & Inventory Control, Principles & Techniques, latest edition.
Mon. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50 Materials: $5.00 and purchase of text
April 18 to July 25

Workshops

How to Open an Art Gallery

BUS 837

This workshop focuses on financial requirements, gallery locations, financing artists and developing clients.
Sat. 9 a.m. to noon
St. James Campus
3 hours Fee: $45.00
April 30

Operating an At-home Business

BUS 838

This seminar deals with the basics of running a home-based business; the legalities of starting and operating any kind of home business; zoning regulations related to home

business; service and retail businesses; how to manage family interruptions; a "place and time" for business; when to consider "moving out."
Sat. 9 a.m. to noon
St. James Campus
3 hours Fee: $45.00
April 30

Importing Seminar

BUS 919

An opportunity to get all the answers regarding importing. Some topics covered are: starting an importing business; marketing for imports in Canada; sourcing an import; rules and regulations; purchasing and financing; pricing and mark-ups; distribution levels.
Sat. 9 a.m. to 5 p.m.
St. James Campus
7 hours Fee: $71.00 Materials: $10.00
March 26

How to Successfully Import From the Far East

BUS 834

In this seminar you'll learn how to successfully import quality products from the Far East. Topics include: criteria in selecting goods, effective sourcing, cultural considerations in negotiations, quality control, agents, methods of payment, transportation and the Far East factory system.
Sat. 9 a.m. to noon
St. James Campus
3 hours Fee: $47.00
April 30

How To Start a Small Business

BUS 812

This seminar is intended to help people interested in starting their own business. You are provided with a general orientation that points out the main considerations for success.
Sat. 9 a.m. to 5 p.m.
St. James Campus
7 hours Fee: $64.00
April 23

Professional Telephone Sales Skills

BUS 818

This course explores and explains the technique of professional telephone sales. Rather than a canned approach, professional sales techniques are explained. Listening skills are developed and students are exposed to a step-by-step plan for success in telephone selling. Through role plays, they will practise discerning customer attitudes, building rapport and trust, presenting the product, gaining commitment and closing the sale.
Sat. 9 a.m to 4 p.m.
St. James Campus
6 hours Fee: $130.00
April 23

Dealing With the Problem Performer

BUS 823

This seminar deals with one of the most difficult, but also one of the most important functions of the manager/supervisor – dealing with the problem performer. You will learn not only about the basics of dealing with and turning around the problem performer, but you will also find out how to sustain good performance. Learn about the reward systems that turn your problem performer into an excellent one.
Sat. 9 a.m. to 4 p.m.
St. James Campus
6 hours Fee: $99.00
April 23

Discover Bed & Breakfast

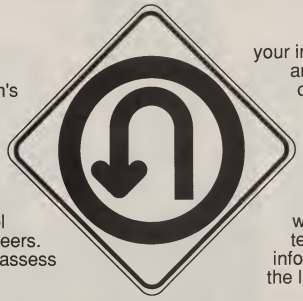
BUS 831

This one-day workshop is designed for actual or potential "B&B" hosts. The general objective of this guest-home management workshop is to provide a comprehensive

Changing Directions?

We can help.

George Brown's Vocational Testing Service can help you decide whether to go back to school or change careers. The tests will assess your interests, skills and personality characteristics to match you to a career. The Test Centre's staff can also help you with job search techniques and information about the labour market.



For more information call:
967-1212,
and ask for the Test Centre

body of knowledge on the requirements, practices and recommended procedures for converting your home into a fascinating and profitable small business endeavour. The workshop has been designed and developed by successful Bed and Breakfast operators in southern Ontario, and it is their expertise and invaluable practical experience as small innkeepers that make this course a must.
Sat. 9 a.m. to 4 p.m.
St. James Campus
6 hours Fee: $99.00
April 23

Effective Team Building

BUS 835

Have you had problems trying to get a group to work as a team? This seminar provides insight and guidelines. Topics include: an overview of the management function, leadership styles, how to ask the right questions, motivation, realities facing a team, group thinking, group dynamics, and how to select team members.
Sat. 9 a.m. to 5 p.m.
St. James Campus
6 hours Fee: $68.00
April 23

Insurance Courses Leading to A.I.I.C. Designation

These courses are offered in cooperation with the Insurance Institute of Canada. An examination fee of $40 per A.I.I.C. subject is collected by the Institute. The examination fee for General Insurance Essentials is currently $30.
Note: A.I.I.C. texts will be distributed in class and are included in your fee. Refunds: There will be a $20.00 fee withheld when refunds are issued as the text will remain the property of the student. Register for exams during the first class. REGISTRATION DEADLINES: Courses: April 4, 1988 Examinations: May 15, 1988 Institute Exams: July 4 to 8, 1988

Principles and Practice of Insurance

INS 911

An overview of the insurance business. Topics covered include: the organization and operation of insurance, basic legal documents and applications of the law, binders and policies, how to read a policy from application to expiry, reinsurance, federal and provincial controls, production of business, adjusters, underwriters' associations or boards, and a history of insurance.
Mon. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00 (includes text)
April 11 to June 27
Note: This course is a prerequisite for any other A.I.I.C. subject.

Insurance on Property I

INS 912

Prerequisite: INS 911 — Principles and Practice of Insurance.
Topics covered include: basic fire insurance, extended coverage endorsement, fire insurance provisions in the Insurance Act, fire statutory conditions, concepts relating to property insurance, co-insurance and mortgage clauses, fire insurance coverage for dwellings, dwelling extended coverage endorsement, introduction to and general features of inland marine and multi-peril insurance and forms, underwriting these forms, householder's named perils, personal effects floater, fine arts policy, miscellaneous coverages, composite dwelling policy, homeowner's policy, tenant's package policy, cooperatives and condominiums.
Wed. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00 (includes text)
April 13 to June 29

Insurance Against Liability

INS 913

Prerequisite: INS 911 — Principles and Practice of Insurance.
A discussion of the law of negligence both in common law and as it applies to Quebec. Further topics include: the courts, employer and employee, independent contractors, dangerous things, animals, children and parents, damages, liability of owners and occupiers for dangerous land or premises, public authorities, conflict of laws, fatal accidents, and defences.
Tues. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00 (includes text)
April 12 to June 28

Automobile Insurance

INS 914

Prerequisite: INS 911 — Principles and Practice of Insurance.
Begins with an introduction to the field and a look at applications in general. Further topics include: applications for owner's form (S.P.F.I.); owner's form section A — third party liability; owner's form section B — accident benefits coverage; owner's form section C — own damage, general provisions, definitions, exclusions, automobile insurance law and statutory conditions, endorsements which may be used with owner's form, non-owned liability insurance, garage coverages, variations in automobile insurance between provinces, financial responsibility laws, highway victims indemnity funds, absolute liability, filing proof of financial responsibility, facility, compensation without fault, rating and claims.
Tues. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00 (includes text)
April 12 to June 28

Insurance Accounts and Finance

INS 916

This is the mandatory last course in the A.I.I.C. program. Topics covered include: government control of insurance companies, general principles of bookkeeping and insurance accounts, systems and methods, interrelationship of accounting and statistical departments, books and records of original entry and subsidiary ledgers, general ledger, profit and loss account and the balance sheet, premium and loss reserves, collection and credit, agents' accounts, reinsurance accounts, statistics, taxation of general insurance companies, and investments.
Wed. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00 (includes text)
April 13 to June 29

Claims I

INS 917

Prerequisite: INS 911, INS 912, INS 913, INS 914.
An introduction to insurance claims, covering the following subjects: the independent adjuster, the insurer's claims department, the contract, the policy, investigation and settlement, the adjuster's role, first party claims for automobile, property and commercial property, third party claims, documentation, property claims, and aids to implementing adjustment.
Mon. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00 (includes text)
April 11 to June 27

Bodily Injury Claims

INS 932

Prerequisite: INS 911, INS 917, INS 946
A discussion of the evaluation, negotiation and settlement of bodily injury claims, including: investigation and background, anatomy, bodily injury, bodily injury treatment, interpretation of medical reports, disability, and rehabilitation.
Thurs. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00 (includes text)
April 14 to June 30

Insurance on Property II

INS 933

Prerequisites: INS 911 and INS 912.
Topics include: business fire coverage, extended coverage endorsements, E.C.K.L.J. rating, fundamental principles and purposes of underwriting, the mechanics of underwriting, insurance plans, plan drawing, mercantile and commercial coverages designed for special purposes, bailees, coverages, real property insurance, basic fire policy, and survey practice.
Mon. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00 (includes text)
April 11 to June 27

Insurance on the Person

INS 934

Prerequisite: INS 911 — Principles and Practice of Insurance.
Topics include: history, types of policies, premiums, multi-party policies; computation of premiums — mortality, interest and expenses; office reserves — policy values and annual statements; savings and protection — use of policies and the effect of taxation; the Insurance Act, underwriting life insurance, business life insurance, pension plans, group insurance, equity investments, agency systems, accidents and sickness.
Tues. 5:30 to 8:30 p.m.

OF SPECIAL INTEREST TO McDONALD'S RESTAURANTS EMPLOYEES

McDonald's Restaurants and George Brown College have developed a unique opportunity for McDonald's employees to acquire credits for courses presented by the College and McDonald's training department.

Credits will be applicable to :
- Ontario Management Development Program (OMDP) — Business Management Studies
- Ontario Management Development Program (OMDP) — Supervisory Studies
- George Brown College Business Management Certificate Program

For further information, McDonald's employees should contact McDonald's training department, or George Brown's Business Part-time Studies department at 967-1212, ext. 3292.

C.G.A./S.M.A. Exemptions

The courses listed below have been granted exemptions by C.G.A. and S.M.A. as noted. An average grade of B is required to obtain exemptions. This Exemption Policy will apply as long as course content is acceptable to the associations.

Our Course	C.G.A.#	S.M.A.#
ACC 100X	ACC 101 & 101 X	Intro. Acctg.
EC 903	Economics 104	Economics
ACC 200X	ACC 211	Interm. Acctg. I
ACC 203X	ACC 222	Interm. Acctg. II
LAW 200X	LAW 108	Commercial Law
ACC 202X, 204X & 300	Cost Accounting 311.	

For complete exemption details, contact the associations directly.

WORKING SKILLS FOR WOMEN

The YWCA of Metropolitan Toronto, in cooperation with George Brown College and Canada Employment, is offering a free, non-credit program for working women to update their skills in **computer awareness, mathematics** and **career planning**. This program is designed for women who face technological change in their workplace.

Evening Program:
6:30 - 9:30 p.m.
Monday & Wednesdays or Tuesdays & Thursdays

Course Starts:
January, April, June & September
Entry Requirements:
Grade 12 or equivalent

For more information call the YWCA at: ***961-8100***

St. James Campus
36 hours Fee: $100.00 (includes text)
April 12 to June 28

Insurance Against Crime

INS 935

Prerequisite: INS 911 — Principles and Practices of Insurance.
Topics include: definitions, policy conditions; robbery, burglary and theft insurance; broad form coverage — money and securities policy (broad form); safe deposit box policies — standard safe deposit box policy (lessee's burglary and robbery cover), lessee's cover (broad form), lessor's cover (blanket and liability insurance); fidelity, forgery; package policies — comprehensive, dishonesty, disappearance and destruction policies; office — store burglary and robbery, storekeepers' broad form, brokers' blanket bonds, physical protection, underwriting, rating and claims.
Tues. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00 (includes text)
April 12 to June 28

Building Construction/Fire Protection and Basic Hazards

INS 936

Prerequisite: INS 911 — Principles and Practices of Insurance.
A comprehensive study of fire hazards, particularly in building construction. Learn the specific fire hazards of heating, lighting and housekeeping and how they relate to ignition, combustion, volatility and flammability. Fire resistance is examined through a study of building materials and different structures.
Wed. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00 (includes text)
April 13 to June 29

Industrial and Process Hazards

INS 937

Prerequisites: INS 911 and INS 936.
Learn the principles and practice of using fire equipment, including: hand operated fire extinguishing equipment, automatic sprinkler protection, other special fire extinguishing equipment, private fire alarm services and equipment, and public fire protection.
Thurs. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00 (includes text)
April 14 to June 30

Casualty Loss Prevention

INS 938

Prerequisites: INS 911, INS 913, INS 935.
Introduction to owners', landlords' and tenants' liability, crime, and burglar alarm systems. Specific topics include: inspections, exit requirements, swimming pools, schools, day nurseries, school camps, and elevator liability, manufacturers' and contractors' liability, fidelity bonds, crime inspections, physical protection, burglar alarm equipment and wiring methods, choice of alarm system, safes and vaults, and robbery.
Tues. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00 (includes text)
April 12 to June 28

Business Interruption

INS 940

Prerequisites: INS 911, INS 912.
Topics include: purpose, terminology, insured perils, policy period and indemnity period, American vs. British approach, insurable interest, earnings insurance, co-insurance, gross earnings and profits insurance, other types, practical points and loss adjustment.
Mon. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00 (includes text)
April 11 to June 27

Casualty Covers

INS 943

Prerequisite: INS 911 — Principles and Practice of Insurance.
Topics include: glass insurance, surety bonds, boiler and machinery insurance — history, main classes of objects for insurance, the policy, schedules and endorsements, rating, indirect insurance; aviation insurance — aircraft liability insurance, underwriting, rating, endorsements, additional coverages, aviation general liabilities, premises and operations liability, hangarkeeper's liability, products and completed operations liability, employer's liability and worker's compensation, aviation accident insurance, air cargo liability insurance, miscellaneous coverages — water damage, weather, crop, hail, livestock mortality, and commercial credit insurance.
Thurs. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00 (includes text)
April 14 to June 30

Claims II

INS 946

Prerequisites: INS 911, INS 933.
Topics covered include: principles governing settlement, preserving the evidence, general liability claims, professional and products liability claims, fidelity bond and surety bond claims, claims evaluation, negotiating a settlement, claim termination and civil procedure.
Thurs. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00 (includes text)
April 14 to June 30

Personal Lines Production

INS 971

Prerequisite: INS 911 — Principles and Practice of Insurance.
A basic overview of the insurance business. Topics include: an introduction to sales, individual selling skills, legal background, federal and provincial jurisdiction, tort, agency and contract law, home, automobile and life insurance.
Thurs. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00 (includes text)
April 14 to June 30

Commercial Lines Production I

INS 972

Prerequisites: INS 911, INS 971.
A comprehensive study of risk management analysis, stressing the four categories of insurance: property, casualty, business interruption and life insurance. Helps insurance brokers and underwriters identify the needs of both the insured and the insurer. Case management techniques are used and the wording of various policies is reviewed.
Mon. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00 (includes text)
April 11 to June 27

General Insurance Essentials — Part I

INS 981

Prerequisite: INS 911 — Principles and Practice of Insurance.
This first section deals with structures of the industry, office procedures and automobile insurance. The course is designed for people in clerical or similar positions and is offered in cooperation with the Insurance Institute of Canada.
Thurs. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00 (includes text)
April 14 to June 30

General Insurance Essentials — Part II

INS 982

Prerequisite: INS 981 — General Insurance Essentials — Part I.
Continuation of INS 981 covering personal lines, claims, principles, law and government controls. Upon completion of this second section, credit will be granted for INS 911.
Tues. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00 (includes text)
April 12 to June 28

Basic Broker Registration (General Lines Insurance)

INS 944

Intended for those preparing for broker registration in RIBO (acting under supervision). Successful completion of this course and the qualifying examination can open up a stable and rewarding career opportunity to qualified persons who will carry on business in accordance with principles of integrity and honesty, engaged solely in the business of general lines insurance broker. This level of examination does not entitle the candidates to open their own broker firm. A good working knowledge of the English language is required. Also useful for non-producer broker staff, insurance buyers, adjusters, insurance company personnel. Course Content: Emphasis on the skills required of new brokers by RIBO; Principles and practices, RIBO Act information and regulations, commercial property, personal lines, liability, automobile, crime, bonds,

Trust Companies Institute

TRUST COMPANIES INSTITUTE
L'INSTITUT DES COMPAGNIES DE FIDUCIE

The Trust Companies Institute (TCI) is the educational arm of the Trust Companies Association of Canada, Inc., and provides business, technical and management programs to the Canadian Trust industry.

The Institute's Business Education Program requires candidates to complete six general business subjects and to have one year's business experience. Upon completion of these requirements, candidates are awarded a Business Education Certificate by the TCI. George Brown; in cooperation with the Trust Companies Institute, offers courses which can be credited towards the Business Education Program. Candidates are responsible for registering with the College and also with the Trust Companies Institute by completing a TCI registration form available from TCI and TCI Company Representative. Transcripts of courses successfully completed should be forwarded to the Institute by candidates upon completion of the program.

Individuals interested in Institute programs should contact the Institute for further details:
Trust Companies Institute
335 Bay Street, 7th Floor
Toronto, Ontario M5H 2R3
Telephone: (416) 364-1210

EQUIVALENCY COURSE LIST

TCI Compulsory Subject	course #	George Brown Equivalent
Principles of Accounting	ACC 100X	Accounting I
OR	OR	
Financial Accounting	ACC 200X	Financial Accounting I
Law (one of)	OMDP 902A	Ontario Business Law I
• Business	OR	
• Commercial	RE 905 Real	Property Law
• Real Estate		
Communications (one of)	ELS 903	Business Communication
• Business	OR	
• Interpersonal	OMDP 954	Effective Communication in
• Management		Today's Business World
OR	OR	
Organizational Behaviour	ENG 721	English B Applied
OR		Communications
Human Relations	OR	
	ENG 805	Report Writing for Positive Results
Principles of Economics (one of)		
• Micro	EC 900	Economics – An Introduction
• Macro	EC 903	Economics

TCI Optional Subjects

ACC 101X Accounting II	OMDP 907	Effective Supervision –
ACC 202X Cost Accounting I		Human Relations
BUS 900A Business Management I	OMDP 941	Effective Labour Relations
EDP 100X Intro. to Computer	PRGM 970	Intro. to Electronic Data
Programming		Processing
EDP 800 Microcomputers in	PSY 907	Psychology – An Introduction
Business		
ELTC 928 Intro. to Microprocessors	PSY 908	Psychology In the Workplace
and Microcomputers		
MARK 100X Marketing		

brokerage office operations and routines. Equivalent to the 10-day broker registration course offered by IBAO at the School of Insurance.
Mon. and Wed. 6 to 9 p.m.
St. James Campus
72 hours Fee: $150.00 Materials: $185.00 (Mandatory with registration)
RIBO Examination Fee: $100.00 — submit during first class.
April 18 to July 11
Note: No refund on materials after the course start date.

Specialized Skills for the Insurance Professional

BUS 836

Prerequisite: Minimum one year insurance experience.
This workshop has been designed and developed expressly for insurance people who want professional training in communication strategies that clarify, convince and motivate with words. This highly concentrated full-day clinic is to renew, review and improve your competency as an effective insurance communicator.
Sat. 10 a.m. to 4 p.m.
St. James Campus
6 hours Fee: $95.00
April 23

Typing

Basic Keyboarding I

KB 100X

Designed for those with minimal or no knowledge of typing. After the keyboard is covered thoroughly, students do drills to increase their speed and accuracy with the goal of achieving a speed of 20 to 25 words per minute. Text: Typing Power Drills.
Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $5.00 and purchase of text.
April 18 or 19 to June 27 or 23
June 28 to September 1

Typewriting I (Beginning)

TYP 901

Prerequisite: Basic knowledge of English.
Emphasizes mastery of the touch system and basic typewriting set-ups with a goal of 25 w.p.m. on five-minute tests. Topics include: elements of the touch system — posture, good stroking, rhythm, and correct fingering, parts of the typewriter, and the rules of syllabication, capitalization, tabulation and letters.Text: Keyboarding for Canadian Colleges, Career Course and Typing Power Drills
Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $5.00 and purchase of text.
April 18 or 19 to June 27 or 23
June 28 to September 1

Typewriting II (Intermediate)

TYP 903

Prerequisite: 25 w.p.m. typing or TYP 901 — Typewriting I (Beginning).
Develop speed with a goal of 35 w.p.m. or better while learning basic production skills, such as centering and tabulation. Text: Keyboarding for Canadian Colleges, Career Course and Typing Power Drills.
Mon. and Wed. 6 to 9 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $5.00 and purchase of text.
April 18 to June 27

Typewriting III (Advanced)

TYP 905

Prerequisite: 35 w.p.m. or TYP 903
Further develop typewriting skills and concentrate on more advanced typewriting setups. The goal of the course is to achieve 50 w.p.m. on five-minute test. Text: Typing Power Drills and Pine Tree Resorts — An Office Simulation.
Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $10.00 and purchase of text.
April 19 to June 23

Word Processing

Word Processing Concepts

WORD 113X

An introduction to the use of word processing and the different types of systems and equipment available. This course does not include hands-on experience. Text: Word Processing and Information Systems.
Thurs. 6 to 9 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $5.00 and purchase of text.
April 21 to June 23
June 30 to September 1

Word Processing I

WORD 201X

Prerequisites: Grade 12 English and 45 w.p.m. typing (test required)
For the experienced office worker who wants to learn to operate word processing equipment. Intensive hands-on training is provided on the Wang system.
Mon. and Wed. 6 to 9 p.m.
St. James Campus
30 hours Fee: $150.00 and purchase of text.
April 18 to May 18
May 30 to June 29
July 4 to August 8

Intermediate Word Processing

WORD 800

Prerequisite: WORD 201X — Word Processing I or proof from employer of practical experience required when registering.
Continue training on the Wang system and learn to create, manipulate and print documents. Topics include: introduction to the glossary, merge, dual column and repagination.
Tues. and Thurs. 6 to 9 p.m.
St. James Campus
30 hours Fee: $150.00 and purchase of text.
April 19 to May 19
May 31 to June 30
July 5 to August 4

Advanced Word Processing

WORD 801

Prerequisite: WORD 800 — Intermediate Word Processing.
Further training on the Wang system, including demonstrations of format modification, index generator and superglobal replace. Other topics include: advanced glossary functions, decision processing, mathematics support package, document merge, alternating headers and footers, and column edit.
Fri. 6 to 9 p.m.
St. James Campus
30 hours Fee: $150.00 and purchase of text.
April 22 to June 24

Certificate Program for Medical Secretarial

See page 24 for complete course listing.

Legal Office Procedures

Legal Office Procedures — Part II

OP 216X

Prerequisites: Grade 12 English, 45 w.p.m. typing, OP 206X – Legal Office Procedures – Part I or acceptable work experience in a legal office. Proof required when registering.
Specific topics include: an introduction to real estate transactions, deeds and transfers, mortgages and charges, statements of adjustment, insurance and reporting letters, and more. Text: Legal Office Procedures.
Mon. and Wed. 6 to 9 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $10.00 and purchase of text.
April 11 to June 20

The Legal Secretary — Real Estate

BUS 816

Prerequisite: Experience as a secretary.
Become a more efficient assistant to a solicitor by learning to handle simple real estate transactions on your own, including purchase, sale and institutional mortgages. As you become more familiar with the procedures, you learn to recognize the next step in the process without prompting. Start and maintain a precedent binder and a checklist of transaction procedures. You are encouraged to use your firm's forms for precedents.
Wed. 6 to 9 p.m.
St. James Campus
30 hours Fee: $114.00
April 20 to June 22

The Legal Secretary — Corporate

BUS 920

Prerequisite: Experience in a legal office or legal secretary course.
Shows you how to handle the administrative details of incorporating in Ontario and the subsequent organizing of the company.
Topics include: documents required to incorporate, drafting articles of incorporation, initial banking documents, agreement between shareholders, how to remove directors, and how to register out-of-province companies.
Mon. 6 to 9 p.m.
St. James Campus
12 hours Fee: $64.00
April 20 to May 11

The Legal Secretary — Estates

BUS 921

Prerequisite: Experience in a legal office or legal secretary course.
Prepares you to act autonomously in dealing with the probate or administration of a straight-forward undisputed estate settlement.
Topics include: terminology, the secretary's role in completing estates, completing and filing documents, definition of administration bond, liquidating or transferring estate assets, and winding up an estate.
Wed. 6 to 9 p.m.
St. James Campus
12 hours Fee: $64.00
April 6 to 27

Metro Labour — Education & Skills Training Centre

What is the Centre?

The Centre is a project of the Labour Council of Metropolitan Toronto. We run a variety of programs for union members and workers throughout the city, including Skills Training (special programs for unemployed workers); English at the Workplace/ESL; Adult Basic Education Literacy/Numeracy; Labour Studies.

Certificate in Labour Studies

One of our major activities is the setting up of 30-hour courses, run once a week for 10 weeks, or on four Saturdays or Sundays. We offer Fall, Winter and Spring programs.
Our courses cover a wide range of issues of concern to trade union members, including Collective Bargaining; Arbitration; Health & Safety; Work, Racism and Labour; Women in Labour History; Labour Economics; Working Class Literature; International Affairs; Human Rights.

Where are the courses held?

Our programs are run in easily accessible union halls throughout the city as well as at our new downtown location. We try to meet the needs of workers in every area of Toronto.

Who are our instructors?

We encourage active unionists to become instructors of our courses. In most cases they are union members/workers during the day and part-time instructors at night (or on weekends).
We also encourage a learner-centred approach with active involvement by participants. Course content and instructors are decided upon by the Centre's Advisory Committee.

Are these credit courses?

Yes. Participants receive a certificate in Labour Studies from George Brown College upon completion of 24 credits (each 30-hour course is worth three credits).

The Centre is also involved in:

- organizing conferences or seminars.
- designing special programs for immigrant workers and visible minorities.
- developing special educational programs for specific unions.

Whatever the educational needs of workers, we will try to serve them as best as we can.
Participate in our labour education programs!

For further information or to register contact:

Metro Labour-Education & Skills Training Centre
954 King Street, West – Main Floor
Toronto, Ontario M5S 2R4
Telephone: 971-5893

Ontario Management Development Program

designed for

OWNERS, MANAGERS, SUPERVISORS & ENTREPRENEURS

REGISTRATION IS LIMITED, ENROL EARLY

Ontario Management Development Program (OMDP) courses:

- help you meet your career goals by providing you with management training you need to run your business successfully.
- assist you in starting your own small business.
- offer provincial OMDP Certificates, issued by the Ministry of Skills Development, to recognize your achievement on completion of basic programs.

Coordinated by the Ministry of Skills Development in cooperation with Ontario's community colleges, OMDP courses are designed by business and industry professionals, including the Federal Business Development Bank. Course leaders are practical, well-qualified business persons, educators or consultants who are familiar with the day-to-day problems faced as managers, supervisors and owners. Register in one or more courses in the same term and select the courses in the sequence outlined below. For more information, please call 967-1212, ext. 3289, 3290, 3291.

Note: Course credits may not be used for more than one certificate. There is an additional cost for study material required for each Ontario Management Development Course. For some courses, a text may also be required. Most of these items can be purchased at the College bookstore and are required for your first class.

For the following courses, OMDP 900; OMDP 955; OMDP 956; OMDP 957; course kits are included in the materials fee and will be distributed in class. This portion of the materials fee is non-refundable. Where required, purchase course kit prior to first class.

Certificate Category: Business Management Studies

Satisfactory completion of six courses, four of which are mandatory from two of the groups "A" to "E". The remaining two courses may be drawn from groups "A" to "F", or from non-OMDP, College-approved related courses.

Group A:	**Business Management/ General**
OMDP 922	Management for Results
OMDP 930	Management by Objectives and Results
OMDP 931	Successful Small Business Management (Fall and Spring)
Group B:	**Financial Control**
OMDP 902A	Ontario Business Law I
OMDP 902B	Ontario Business Law II (Winter only)
OMDP 916	Credit & Collections
OMDP925	Practical Financial Management
Group C:	**Marketing**
OMDP 923	The ABCs of Selling
OMDP 948	How to Operate a Successful Retail Store (Fall and Winter)
OMDP 933	Managing the Marketing Function
OMDP 934	Planning Profitable Advertising (Fall)
OMDP 935	Marketing Your Product (Winter and Spring)
OMDP 936	Marketing for Small Business
OMDP 903	How to Develop Your Business
Group D:	**Production**
OMDP 940	Effective Supervision — Production
OMDP 908	Effective Supervision — Administration
Group E	
OMDP 938	Job Enrichment for Administration: Personnel Management and Labour Relations
OMDP 907	Effective Supervision — Human Relations
OMDP 912	Management Skills in Personnel Selection (Fall and Winter)
OMDP 906	People Management: Tools & Techniques (Fall and Spring)
OMDP 941	Effective Labour Relations (Winter)
OMDP 942	Effective Supervision — Communications (Fall and Spring)
Group F:	**Electives**
OMDP 914	How to Start a Small Business
OMDP 900	Management Functions for Supervisors (Winter and Spring)
OMDP 953	Bookkeeping

Supervisory Studies:

Satisfactory completion of six courses, two of which are from group A, one from group B, and one from group C. The remaining two may be OMDP or non-OMDP courses provided they offer training or education in the supervisory function.

Group A:	**Human Resources**
OMDP 907	Effective Supervision — Human Relations
OMDP 942	Effective Supervision — Communications (Fall and Spring)
OMDP 900	Management Functions for Supervisors (Winter and Spring)
OMDP 953	Bookkeeping
OMDP 954	Effective Communication in Today's Business World (Fall and Spring)
OMDP 957	The Supervisor — Managing Resources
OMDP 955	The Supervisor — Training and Developing Staff
OMDP 956	Leadership (Winter and Spring)
Group B:	**Work-Related**
OMDP 940	Effective Supervision — Production
OMDP 908	Effective Supervision — Administration
Group C:	**Electives**
OMDP 922	Management For Results

Ontario Management Development Program

Certificate in Business Management Studies

Management Functions for Supervisors

OMDP 900

An introduction to the management process, budgeting and interviewing. Other topics include: the role of the supervisor, time management, decision making, allocating human resources, meeting management, performance appraisals, women as supervisors, and supervising women.
Thurs. 6 to 9 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $25.00 plus possible purchase of text.
April 21 to June 23

Ontario Business Law I

OMDP 902A

Gain an understanding of the law as it applies to Canadian business. Learn to communicate better with lawyers and make the best use of legal advice. Case studies are the main method of instruction.
Wed. 6 to 9 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $5.00 and purchase of course kit and text as required. See equivalency for CCUI, TCI, pages 27, 35.
April 20 to June 22

Ontario Business Law II

OMDP 902B

Prerequisite: OMDP 902A - Ontario Business Law I.
A continuation of level I that covers the following topics: transportation, safety, agency, environmental protection, franchising, bankruptcy, taxation and security.
Tues. 6 to 9 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $5.00 and purchase of course kit and text as required. See equivalency for CCUI, TCI, pages 27, 35.
Offered Winter semester.

People Management: Tools and Techniques

OMDP 906

Learn to deal more effectively with the people in your organization. Topics covered include: an overview, organization planning, motivation, selection of personnel, induction and training, performance and appraisal, compensation, industrial relations, communication, and constructing an effective working environment.
Thurs. 6 to 9 p.m. St.
James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text as required.
April 21 to June 23

Effective Supervision in Human Relations

OMDP 907

Gain an understanding of the various aspects of managing people. Topics include: understanding people, selection and induction, how to train employees, developing and maintaining morale, compensation, salary administration, effective communications, appraising employee performance, job satisfaction, leadership, planning and organizing for results, union relations, and resistance to change.
Thurs. 6 to 9 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
April 21 to June 23

Effective Supervision in Administration

OMDP 908

How to become a more decisive and effective supervisor. Learn how to evaluate employee performance and when to take corrective action to remedy problems. Apply the techniques of flowcharting and layout analysis to improve administration.
Wed. 6 to 9 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text as required.
April 20 to June 22

How to Start a Small Business

OMDP 914

A complete how-to course, from establishing your business to running it profitably. Topics include: legal business forms, start-up costs, finding financing, marketing, staffing, purchasing, inventory control, financial statements, financial control and government regulations.
Mon. or Thurs. 6 to 9 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text as required.
April 18 or 21 to June 27 or 23

Credit and Collections

OMDP 916

Course content: To provide a basic knowledge of the principles of consumer and mercantile credit. To examine the techniques of profitable credit investigation and approval. Topics covered include: Introduction - the study of credit, introductory remarks, the general concepts of credit, terms of sale, guiding principles of credit analysis, how to read a financial statement, services of credit associates and other major financial institutions, mercantile collections, consumer collections, credit and collection correspondence.
Mon. 6 to 9 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of text.
April 18 to June 27

Management for Results

OMDP 922

Improve managerial skills through an understanding of the process of delegation and the concepts of job enrichment and management by objectives.
Wed. 6 to 9 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text as required.
June 6 to 10
Note: It is recommended that this be the final course for the Business Management Certificate.

The ABCs of Selling

OMDP 923

Become a more professional salesperson by gaining a better understanding of your customers' needs. Topics include: know your competition, research product information, when and how to close the sale, successful product demonstration, and the value of using sources of justification.
Tues. 6 to 9 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text as required.
April 19 to June 21

Practical Financial Management

OMDP 925

Prerequisite: Knowledge of basic accounting.
Foster your understanding and appreciation of basic financial statements. Develop an

analytic approach to financial planning as an aid to determining the profitability of projects and growth of operations.
Wed. 6 to 9 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text as required.
April 20 to June 22

Management by Objectives and Results

OMDP 930

Through practical activities, gain an understanding of the principles of management by objectives and learn to apply the techniques to your business.
Mon. 6 to 9 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text as required.
April 18 to June 27

Successful Small Business Management — Introductory Level

OMDP 931

Improve your managerial skills through a study of such topics as: decision making, problem solving, developing a good staff, getting the message across, control, and managing for healthy growth.
Thurs. 6 to 9 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text as required.
April 21 to June 23

Managing the Marketing Function

OMDP 933

Introduces and explains the marketing function. Topics include: the marketing environment, consumer behaviour, marketing and forecasting, and the importance of the customer.
Mon. 6 to 9 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text as required
April 18 to June 27

Planning Profitable Advertising

OMDP 934

Familiarizes the non-professional advertiser with the advertising process in lieu of agency services. Actual promotions and ideas are studied to learn from successful advertisers.
Mon. 6 to 9 p.m.
St. James Campus
30 hours Fee: $37.50 Materials $5.00 plus purchase of course kit and text as required.
April 18 to June 27

Marketing Your Product

OMDP 935

Learn how a clear marketing strategy can increase business profits. Topics include: product management, developing brand images, choosing and developing your product, distribution, and consumer behaviour.
Tues. 6 to 9 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text as required.
April 19 to June 21

Marketing for Small Business

OMDP 936

This introductory course on basic marketing is designed for people with little or no background in marketing. Learn to apply the basic tools of marketing to a small- or medium-sized business.
Thurs. 6 to 9 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text as required.
April 21 to June 23

Job Enrichment for Administration

OMDP 938

This course is designed for sales and marketing directors, office managers, supervisors, and key managers in any adminstrative area. It will improve the supervisor's ability to give real attention to the achievement of the individual employee, while effectively integrating the accomplishments of all employees to further the success of the organization.
Tues. 6 to 9 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text as required.
April 19 to June 21

Effective Supervision — Production

OMDP 940

For supervisors, aspiring supervisors and forepeople in a production or manufacturing industry. Topics include: the role of the supervisor, principles of effective supervision, employee motivation, planning, developing and implementing a daily work schedule, setting objectives, measuring results and efficiency.
Mon. 6 to 9 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text as required.
April 18 to June 27

Earn Your OMDP Certificate in Just Six Weeks

This summer, George Brown College is offering a special session of OMDP courses to enable you to earn your OMDP Business Management Certificate in just six weeks. Classes will run 9 a.m. to 4 p.m., five days a week, at our St. James Campus located in downtown Toronto. All courses are 30 hours. Fee: $37.50 Materials; $5.00
Classes are scheduled as follows:

June 6 – 11
OMDP 922 – Management for Results
See page 39 for course description
OMDP 935 – Marketing Your Product
See page 40 for course description

June 13 – 17
OMDP 906 – People Management – Tools and Techniques
See page 39 for course description
OMDP 914 – How to Start a Small Business
See page 39 for course description

June 20 – 24
OMDP 930 – Management by Objectives and Results
See page 40 for course description
OMDP 934 – Planning Profitable Advertising
See page 40 for course description

July 4 – 8
OMDP 953 – Bookkeeping
See page 41 for course description
OMDP 908 – Effective Supervision – Administration
See page 39 for course description

July 11 – 15
OMDP 940 – Effective Supervision – Production
See page 40 for course description
OMDP 907 – Effective Supervision – Human Relations
See page 39 for course description

July 18 – 22
OMDP 902A – Ontario Business Law 1
See page 39 for course description
OMDP 925 – Practical Financial Management
See page 39 for course description

Effective Labour Relations

OMDP 941

This course is designed to help supervisors deal effectively with aspects of labour relations, where collective agreements are established or where certification is possible. Topics include: union security, management rights, negotiations, collective agreements, employee-employer relations establishing bargaining rights.
Sat. 9 a.m. to 4 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text. See equivalency for TCI page 35
Winter semester only.

Effective Supervision — Communications

OMDP 942

Assists supervisors and management personnel in improving verbal and written communication techniques. Topics include: learning to listen, barriers to communication, common problems, and the meaning of communication.
Wed. 6 to 9 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text as required.
April 20 to June 22

How to Operate a Successful Retail Store

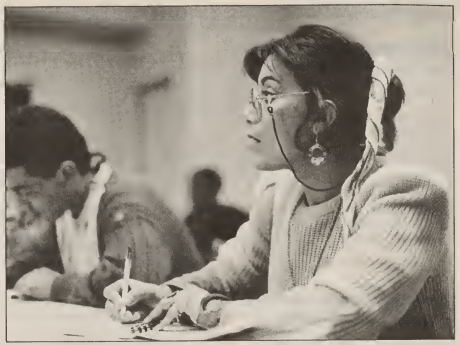
OMDP 948

Designed to help you become a better retailer and turn your plans into reality and profits. Topics include: managing price changes, pricing and profit, controlling your inventory, and designing your store for maximum sales.
Wed. 6 to 9 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text as required.
Fall and Winter semesters only.

Bookkeeping

OMDP 953

An introduction to basic bookkeeping that shows how accounting can help to manage a small business effectively. This course is not equivalent to BOK 552X.
Sat. 9 a.m. to noon
St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text as required.
April 23 to July 9



Effective Communication in Today's Business World

OMDP 954

For administrators, managers and supervisors who want to improve their interpersonal communication skills. Topics include: negotiating and dealing with the individual, speaking out, communication for results, leadership training, using task groups to solve problems, handling conflicts, creativity and brainstorming.
Sat. 9 a.m. to 3 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
April 23 to June 4

The Supervisor — Training and Developing Staff

OMDP 955

Techniques for supervisors on how to train and develop staff. Topics include: setting standards, evaluating performance, counselling employees, how to run a better meeting, decision making techniques, and training in job skills.
Mon. 6 to 9 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $25.00 plus purchase of text as required.
April 18 to June 27

Leadership

OMDP 956

Designed to further develop the supervisor's role as a leader. Topics include: job enrichment, leadership styles and characteristics, styles of handling conflicts, developing and maintaining morale, motivation through achievement, and developing communication skills.
Mon. 6 to 9 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $25.00 plus purchase of text as required.
April 18 to June 27

The Supervisor — Managing Resources

OMDP 957

Supervisors learn to use the resources available to them. Topics include: improving productivity, managing the workload, setting goals, planning, organizing and leading, coordinating and controlling, managing physical resources, training and instructing employees, and the role of the supervisor.
Tues. 6 to 9 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $25.00 plus purchase of text as required.
April 19 to June 21

Architectural

The Certified Construction Associate (CCA) Program

The National Association of Women In Construction will award a certificate as a Certified Construction Associate (CCA) upon successful completion of the following courses:
DR 906 –Part I – Environment of the Construction Industry,
DR 907 –Part II – Process of Management,
DR 908 –Part III – Human Resources,
DR 909 –Part IV – Labour Relations,
DR 910 –Part V – Business Analysis,
DR 911 –Part VI – Construction Principles

Heating Fuels Certificate

A Certificate in Heating Fuels will be awarded on successful completion of the following courses:
HT 910 – Gas Fitter I,
HT 907 – Gas Fitter II,
HT 913 – Oil Burner II,
HT 915 – Basic Electricity and Controls,
HT 919 – Propane Gas (Fitter S2)

Residential Heating and Air Conditioning Certificate

A Certificate in Residential Heating and Air Conditioning will be awarded on successful completion of the following courses:
AIR 905 – Air Conditioning, Residential and Small Commercial,
HT 900 – Warm Air Heating and Air Conditioning,
HT 907 –Gas Fitter II,
HT 913 –Oil Burner II,
HT 915 –Basic Electricity and Controls.

Balancing of Mechanical Systems Certificate

A Certificate in Balancing and Mechanical Systems will be awarded on successful completion of the following courses:
AIR 900 – Air Conditioning Design I,
AIR 901 – Air Conditioning Design II,
AIR 905 – Air Conditioning Residential and Commercial,
AIR 910 – Building Mechanical Systems Advanced Balancing Procedures,
SM 911 – Sheet Metal Pattern Drafting

Stationary Engineering Fourth Class Certificate

A Certificate in Stationary Engineering Fourth Class will be awarded on successful completion of the following courses:
STAT 941 – Power Plant Applied Science,
STAT 942 – Power Plant Chemistry,
STAT 943 – Power Plant Boilers and Auxiliaries,
STAT 944 – Power Plant Heating, Refrigeration and Air Conditioning,
STAT 945 – Power Plant Electrics and Instrumentation, STAT 946 – Power Plant Applied Mechanics

Stationary Engineering Third Class Certificate

A Certificate in Stationary Engineering Third Class will be awarded on successful completion of the following courses:
STAT 931 – Power Plant Applied Science,
STAT 932 – Power Plant Chemistry,
STAT 933 – Power Plant Boilers and Auxiliaries,
STAT 934 – Power Plant Heating, Refrigeration and Air Conditioning,
STAT 935 – Power Plant Electrics and Instrumentation,
STAT 936 – Power Plant Applied Mechanics

Stationary Engineering Second Class Certificate

A Certificate in Stationary Engineering Second Class will be awarded on successful completion of the following courses:
STAT 921 – Power Plant Applied Science,
STAT 922 – Power Plant Chemistry,
STAT 923 – Power Plant Boilers and Auxiliaries,
STAT 924 – Power Plant Heating, Refrigeration and Air Conditioning,
STAT 925 – Power Plant Electrics and Instrumentation,
STAT 926 – Power Plant Applied Mechanics,
STAT 927 – Power Plant Drawing

Stationary Engineering First Class Certificate

A Certificate in Stationary Engineering First Class will be awarded on successful completion of the following courses:
STAT 911 – Power Plant Applied Science,
STAT 912 – Power Plant Chemistry,
STAT 913 – Power Plant Boilers and Auxiliaries,
STAT 914 – Power Plant Heating, Refrigeration and Air Conditioning,
STAT 915 – Power Plant Electrics and Instrumentation,
STAT 916 – Power Plant Applied Mechanics,
STAT 917 – Power Plant Statics and Fluids,

Architecture

Architectural Drafting — Part II
DR 901

Prerequisite: Successful completion of Part I, employment in architectural drafting at the junior level, or graduation at the grade 12 level in architectural drafting.
Course Content: Planning drawing layout; drawing plans, elevations, full sections, details and structural drawings of commercial or industrial buildings.
Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $75.00
April 18 to June 22

Auto Cad

Introduction to CADD for Architects & Civil Engineers
CAD 951

Prerequisite: Minimum two years drafting experience.
An introduction to Auto Cad on AT compatible systems. Topics include: the operation of a graphics work station; the application of the points, line and arcs CADD functions; basic geometric construction elements; operation of a digitizer/mouse and plotter; establishing scales; setting line, plot, colour and text font; using menus, panning, zooming, filing and dimensioning; also to include the basic DOS functions, copying files onto diskette, restoring and deleting files from hard disk.
Mon. or Wed. 7 to 10 p.m. or Sat. 9 a.m. to 1 p.m.
Casa Loma Campus
36 hours Fee: $280.00
April 4, 6 or 9 to June 27, 22 or 4

Advanced CADD for Architects and Civil Engineers
CAD 952

Prerequisite: CAD 951 — Introduction to CADD.
Advanced training for Autocad system. Select a project from your discipline for CADD development. Topics studied include: file structure and maintenance, parts library, back-up procedures, selecting optimum commands, creating personal menus, merging files and editing text files, creating 3-D.
Tues. 7 to 10 p.m.
Casa Loma Campus
36 hours Fee: $280.00
April 5 to June 21

Heating/Air Conditioning

Residential Heat Pumps
AIR 908

Prerequisites: REF 900 - Refridgeration - Part I, or AIR 905 - Air Conditioning, Residential and Commercial, or equivalent.
Course content: Review of refridgeration fundamentals and air conditioning systems in the home. Basic heat pump cycle and heat pump application. In depth investigation operation. Installation and service, procedures and problems. Typical electrical control circuitry and operation. Efficiency measurements as: C.O.P., E.E.R. and S.E.E.R. balance point determination.
Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
30 hours Fee: $37.50
May 3 to June 2

High Efficiency Gas Furnaces and Boilers
HT 922

Prerequisite: Gas Fitter II licence.
Learn to install and service high efficiency furnaces. Topics covered include: steady state and seasonal efficiency; improving season efficiency with retro-fitting; types of furnaces and boiler designs, how these designs achieve semi- and full condensing of the flue gases; principles of, and required control systems for induced draft firing, forced draft firing and pulse combustion; installation requirements for the major types of high efficiency furnaces; application, circuitry and settings of programmable thermostats; servicing and troubleshooting.
Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
30 hours Fee: $37.50
April 19 to May 19

Propane (Plant Operator 3)
HT 921

Provides the necessary knowledge of propane to write the Fuels Safety Branch Plant Operators licence. Topics covered include: properties of propane, safety procedures, filling propane containers and propane powered vehicles, and maintenance of the filling plant.
Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
6 hours Fee: $19.00
May 10 to 12

Masonry

Bricklaying
MAS 900

Learn all about the tools, equipment and materials used by bricklayers as well as the types, sizes and characteristics of bricks. The types and preparation of mortars using various bonding agents in all weather are also covered as well as the layout of walls, pilasters and piers using various bonds.
Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus,
60 hours Fee: $75.00
April 5 to June 9

Stationary Engineering

The Stationary Engineering courses are divided into modules which cover the material needed to write the ministry examinations for accreditation towards a certificate. However, enrolment in any of these courses does not automatically entitle the student to write the ministry examinations. It is the responsibility of the student to determine eligibility with the Ministry of Colleges and Universities. Additional modules are offered in the winter and spring terms.

Power Plant Applied Science — 2nd Class
STAT 921

Topics covered include: Mathematics (III), Physics (III) and Thermodynamics (III).
Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
39 hours Fee: $48.75
May 2 to June 15

Power Plant Applied Science — 3rd Class
STAT 931

Topics covered include: Mathematics (II), Physics (II), and Thermodynamics (II).
Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
36 hours Fee: $45.00
April 25 to June 6

Power Plant Applied Mechanics — 4th Class
STAT 946

Topics covered include: Lubrication Theory (I) and Internal Combustion Engines (I).
Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
24 hours Fee: $30.00
April 26 to May 19

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Professional Driver Improvement Course

TRAN 905

Techniques and strategies for commercial straight truck and tractor trailer drivers to assist them in preventing collisions. This series of lectures is designed for professionals in the transportation, education and safety fields.
100 Cherry St.
8 hours Fee: $40.00
Dates: Continuous. Call 967-1212, ext. 3206.

Dual Air Brake System

TRAN 906

Provides transport drivers with a working knowledge of a dual air brake system. This course is useful for the proposed mandatory air brake endorsement introduced to all holders of Ontario Classified Drivers Licences.The following topics are covered in the eight sessions: Braking Systems–Introduction, Part I — Single Air– Air Brake System, Part II — Dual Air - Air Brake System, Part III — Troubleshooting
100 Cherry St.
10 hours Fee: $60.00
Dates: Continuous. Call 967-1212, ext. 3206.

Driver Instructor Education Course

Prerequisite: Applicants must first receive authorization from a Ministry of Transportation and Communication Driver Examination Centre.
This course is conducted in accordance with the regulations established by the Ministry of Transportation and Communications which govern the licensing of driving instructors.
130 Hours (90 classroom hours, 40 in-car hours) Fee: $795.00
Evening Course/Day Course Tues. and Thurs. and some Saturdays.
For more information please contact the Industrial Training Division at 362-8522.

Tractor Trailer Training

TRAN 900

Prerequisite: Ontario "D" Licence, heavy straight truck experience.
Trains the student to operate tractor trailer units with multi-range transmissions under varying load conditions. Hands-on experience with various tractor trailer units is included. Other topics discussed are: vehicle inspection, air brakes, coupling and uncoupling the tractor trailer combination, backing manoeuvers and driving in light and heavy traffic.

Sat. 8 a.m. to 6 p.m.
100 Cherry Street
60 hours Fee: $1244.00 Material Fee: $100.00
For dates, call 967-1212, ext. 3206.

Straight Truck Training

TRAN 901

Prerequisite: Class G licence; 1 year driving experience in car, knowledge of manual transmission
Students learn to operate straight trucks equipped with 5 speed transmissions and 2 speed axles and ten speed Fuller transmissions. Other topics discussed are vehicle inspection, air brakes, backing, manoeuvers, and driving in light and heavy traffic.
Evenings or Saturdays, time to be determined
100 Cherry St.
25 hours Fee: $300.00 Material Fee: $75.00
Dates: TBA
For more information, call 967-1212, ext. 3206.

Air Brake Instructors Course

TRAN 800

Prerequisite: Basic knowledge of air brake system.
This course covers preparation for instruction, objectives, timetables, and a complete review of the air brake system as required by Canadian Motor Vehicle Safety Standards 121. This course includes practical demonstrations given on a single and dual air brake board.
Mon. through Fri. 8 a.m. to noon
100 Cherry Street
20 hours Fee: $208.00
For dates, call 967-1212, ext. 3206.

Classified Driver Improvement Program

TRAN 801

Prerequisite: Commercial driver.
This course covers the following topics: defensive driving, occupational health and safety, first aid, and dangerous goods. This course is designed to introduce the commercial driver to the legal responsibilities they have as the operators of a transport vehicle and driving strategies and techniques designed to assist in preventing collisions.
Mon., Tues. and Wed. 6 to 10 p.m.
100 Cherry Street
12 hours Fee: $60.00 Material Fee: $25.00
Dates: Continuous. Call 967-1212, ext. 3206

Transport Driver Training Course

TRAN 802

Prerequisite: Classified licence holder.
This course covers the following topics: orientation; professional standards; and documentation in truck transportation. The course is designed to introduce the student to the importance of driver documentation.
Tues., Wed. and Thurs. 6 to 10 p.m.
100 Cherry Street
12 hours Fee: $60.00
Dates: Continuous. Call 967-1212, ext. 3206

Post Diploma Nursing Certificates

George Brown College in collaboration with Women's College Hospital presents Childbirth Educators Program

This Program is of interest to people who have completed post-secondary education and have a demonstrated interest in childbirth education and adult education. Its comprehensive approach to training is aimed at developing skills, knowledge and increased awareness of the childbirth and parenting experience.
Entrance requirements include:
• evidence of post-secondary training
• attendance at an interview/information session
• a resumé
For more information, please call Jackie Salmona at 967-1212, ext. 4229.

R.N. Critical Care Nursing

NU 400

Prerequisite: Current Certificate of Competence, College of Nurses of Ontario or, if from out-of-province, eligibility for registration in Ontario; current nursing experience in an active treatment centre; Basic Rescuer (Heart & Stroke Foundation); medical; attendance at an information/selection session.
The goal of this program is to prepare registered nurses to give competent care to critically ill individuals and their families. The program is built upon a sound knowledge of nursing models and nursing process, and is organized in two phases — each consisting of a theory and a clinical component. In Phase I, the focus is on learning core concepts of critical care nursing through a study of the stable, critically ill individual. In Phase II, a case study format is used to build upon the core concepts and focus upon the unstable, critically ill individual suffering from complex, multisystem problems. Students will normally complete Phase I in two semesters and then return for Phase II the following academic year. Students who have been working in an I.C.U. setting for at least one year are eligible to apply for exemption from Phase II Clinical (CCN 404X).
Theory includes:
• advanced anatomy and physiology of the vital systems (i.e., cardiovascular, respiratory, renal, nervous and endocrine)
• pathology of selected diseases including medical assessment and management
• systematic nursing assessment of all\ body systems
• use of nursing process in the critical care setting
• relevant medical-moral issues
• legal aspects of critical
Phase I Fall Schedule Theory (Nightingale Campus) Wednesdays, 8 a.m. to 3 p.m. September 14 to November 16, 1988
Nightingale Campus, Clinical (Hospital to be posted) Monday – Friday, 7:30 a.m. to 3:30 p.m. Fall, 1988.
Winter Schedule Theory (Nightingale Campus) Wednesdays, 8 a.m. to 3 p.m. January 11 to March 14, 1989 Clinical (Hospital to be posted) Monday – Friday, 7:30 a.m. to 3:30 p.m. Spring, 1989
NOTE: PHASE I courses are taught as an integrated program and students are therefore asked to register for all four courses at the same time. PHASE II Fall Schedule Theory (Nightingale Campus) Tuesdays 8 a.m. to 3 .m. Clinical dates to be arranged. This program is also offered as a full-time 16-week program. For further information, please call Nazlin Allidina at 967-1212, ext. 4231.

Refresher/Upgrading Nursing Program

NU 410

The Refresher/Upgrading Nursing Program is designed to provide graduate nurses with the skills and knowledge necessary to facilitate a return to active practice. The program is comprised of required and elective courses. The required courses include:
• Review of Basics. The Refresher/ Upgrading Nursing Program is designed to provide graduate nurses with the skills and knowledge necessary to facilitate a return to active practice. The program is comprised of required and elective courses. The required courses include:
• Review of Basics Medical-Surgical Nursing Theory
• Medical- Surgical Nursing Clinical. Upon successful completion of the required courses, students continue on in the electives. These include:
• Pediatric Nursing (theory and clinical)
• Psychiatric Nursing (theory and clinical)
• Obstetrical Nursing (theory and clinical)
Admission requirements vary depending upon an applicant's reasons for entering the program:
• registered nurses wishing to return to active practice must hold a current Ontario Certificate of Competence and include a photocopy of this certificate with their application.
• out-of-province or out-of-country graduates must obtain a ruling on their standing from the College of Nurses of Ontario, and include a copy of this ruling with their application.
• non-registered Ontario graduates preparing to rewrite the C.N.A.T.S. examinations must be referred by the College of Nurses and include a copy of the letter of referral with their application.
• attendance at an information/selection session.
• a completed medical. The program is offered on both a full-time and a part-time basis. The full-time program begins each September, December and March, and normally takes a full calendar year to complete the entire program.
Thurs. 9 a.m. to 4 p.m.
Nightingale Campus
The core program is comprised of Medical-Surgical Nursing Theory and Clinical Practice. Fees for Medical-Surgical Nursing Theory are $75.00. Fees for the Medical-Surgical Clinical course (MSN 410X) are $150.00. Placement dates will be arranged individually with each student. For additional information, please contact Jackie Salmona at (416) 967-1212, Ext. 4229.

R.N. Perinatal Intensive Care Nursing

NU 406

Prerequisites: Current certificate of competence, College of Nurses of Ontario; out-of-province students must be eligible for registration in Ontario; current nursing experience in the area of perinatology (i.e. obstetrics, nursery, N.C.U.) is an advantage, Basic Rescuer (Heart & Stroke Foundation), medical; attendance at an information/selection session.
This program is built upon a sound knowledge of nursing models and nursing process, and is designed to train registered nurses to provide comprehensive care to critically ill newborns in an intensive care setting and to provide support to their families.
This program is offered on both a full-time and part-time basis. The part-time program runs on Thursdays at Nightingale Campus (clinical dates to be arranged). For further information, please call Heather Urquhart at 967-1212, ext. 4236.

R.N. Operating Room Nurse

NU 401

Prerequisites: As for R.N. Critical Care Nursing.
This program prepares R.N.s to function competently as team members in an operating room.
The program is organized in three phases.
Phase I consists of six weeks of theory and labs including:
• relevant anatomy and physiology – principles of asepsis
• duties of scrub and circulating nurses
• intensive study of surgical interventions, their indications and complications.
Phase II is an 8 week practicum. During this time, the student rotates through several services, including: general surgery, gynecology, urology, E.N.T., orthopaedics, plastics, opthalmology, and observes in neurosurgery and cardiovascular surgery. Clinical practice is arranged in one of the Toronto hospitals.
Phase III focuses on consolidation and introduces organizational behaviour to prepare nurses to function as first level supervisors. Topics covered include: management theory based on a behavioural human relations framework, and an exploration of research methodology. A certificate is awarded upon successful completion of all courses.
This program is normally offered full-time in September and February. It may be offered part-time, based upon demand. For more information please call Virginia Pollock at 967-1212, ext. 4231.

R.N. Occupational Health Nursing

The Collaborative Community College Program for Occupational Health Nurses

NU 408

Prerequisites: Current Ontario certificate of competence and one year of accumulated experience in nursing within the last five years. Preference is given to nurses currently employed in occupational health nursing. For more information call Jackie Salmona at 967-1212 ext. 4229.
This academic year, George Brown College is scheduled to offer one of the ten courses in this program.

CITY CPR CENTRE

George Brown The City College

Heart attack, drowning, electrocution and suffocation are all life-threatening emergencies requiring immediate action. Are you prepared? We offer a series of courses designed to meet the needs of both community and the helping professions.

Cardiopulmonary Resuscitation Basic Rescuer

CPR 902

Basic cardiac life support (BCLS) is a first aid procedure performed by trained professionals. It is a component of Emergency Cardiac Care (ECC). The course covers the concepts of basic life support measures in emergency cardiac care and psychomotor skills of cardiopulmonary resuscitation with adults, children or infants in pulmonary and/or cardiac distress. It follows guidelines set by the Canadian Heart & Stroke Foundation. A certificate is issued by the Ontario Heart & Stroke Foundation upon successful completion of the course. Certification is valid for one year only. This course involves close physical contact with fellow students. Note: Please register at least one week prior to the start date of the course.
Tues. and Thurs. 5:30 to 9:30 p.m. or Fri. 5:30 to 9:30 p.m. and Sat. 9 a.m. to 5:30 p.m.
Nightingale Campus
12 hours Fee: $15.00 Materials $10.00
May 3, 5, 10 May 12, 17, 19 May 24, 26, 31 June 2, 7, 9 June 14, 16, 21 June 23, 28, 30
May 13, 14 June 10, 11

C.P.R. Instructor Training

CPR 900

Prerequisite: Must have completed Basic Rescuer within the three month period prior to the Instructor Training course, and must be well-versed in modalities.
Fri. 6 to 9 p.m., Sat. and Sun. 9 a.m. to 5 p.m.
Nightingale Campus
18 hours Fee: $22.50 Materials: $15.00
May 6, 7, 8 June 10, 11, 12 August 19, 20, 21

UPDATE: A Professional Development Workshop for Certified C.P.R. & First Aid Instructors

CPR 906

Prerequisite: Currently certified as a C.P.R. and/or First Aid Instructor.
This course is designed to provide CPR and First Aid instructors with an update in current issues, theories and trends in CPR and First Aid. The course is run in collaboration with the Toronto Red Cross Society. This course counts as 2 points toward recertification with the Heart and Stroke Foundation of Ontario.
Fri. 6 to 9 p.m., Sat. 9 a.m. to 5 p.m.
Nightingale Campus
10 hours Fee: $12.50
April 29 to April 30

Cardiopulmonary Resuscitation Basic Rescuer Recertification

CPR 903

Prerequisite: Ontario Heart & Stroke Foundation Basic Rescuer Certification. Proof of currently-valid certificate must be presented at the first class. Certification is valid for one year only.
Course Content: This course reviews and updates material and methods presented in the Basic Rescuer course and recertifies holders of this certification. This course involves close physical contact with fellow students.
Mon. and Wed. 5 to 10 p.m.
Nightingale Campus
10 hours Fee: $12.50, Materials $10.00
May 9 to 11
June 6 to 8
Note: Please register at least one week prior to the start date of the course.

First Aid Instructor Training

HEAL 900

Prerequisite: Must have completed standard first aid course within the three-month period prior to the course; and must have current Basic Rescuer Certificate.
This course is designed to prepare students to develop and teach Standard and Emergency First Aid courses according to the guidelines and standards of the Red Cross Society.
Sat. and Sun. 9 a.m. to 5 p.m.
Nightingale Campus
30 hours Fee: $37.50 Material Fee: $20.00
May 7 to 15

Neonatal Resuscitation

NEO 900

This course is designed to update skills and knowledge in the principles and procedures of neonatal resuscitation. Course content includes: transition to extrauterine life; acid/base balance predisposing maternal/fetal conditions; neonatal conditions requiring resuscitation; infant resuscitation (delivery room, nursery); advanced life support; and an infant resuscitation practice session.
This course is available at Nightingale Campus or on-site at clinical locations.
To arrange a course at your institution (minimum enrolment of 10), please contact Sheryl Wallis at 967-1212, ext. 4224.
9 a.m. to 4:30 p.m.
Nightingale Campus
15 hours Fee: $18.75, Material Fee: $10.00
Mon./Tues. May 16 and 17 Thurs./Fri. June 16 and 17

Managing Basic Child Care Emergencies: A Workshop for Nannies

NEW!

CARE 911

The City CPR Centre provides workshops designed for nannies working with young children. The purpose of these workshops is to provide the knowledge and skills required to assess and manage basic child-centred home emergencies such as bleeding, blocked airways, shock and poisoning. The workshops cover emergency first aid and infant/child CPR. It is suggested that nannies update their skills in first aid and infant/child CPR annually.
Wed. 6:15 to 9:30 p.m.
Nightingale Campus
10 hours Fee: $12.50 Material Fee: $20.00
May 18, 25, June 1 or June 15, 22, 29

Heartsaver

CPR 901

February is Heart Month. Set aside some time, bring a friend or a spouse, and learn to become a Heartsaver. Learn what a heart attack is, how to recognize it and what actions to take. One-rescuer CPR and emergency skills for choking will be featured.
Sat. 9 a.m. to 1 p.m.
Nightingale Campus
4 hours Fee: $15.00
May 21 or June 18

Infant and Child CPR

CPR 905

In collaboration with The Poison Information Centre, Hospital for Sick Children Children and accidents seem to go together. That's why we offer courses in Infant/Child CPR. Learn: – CPR techniques for infants and children – child safety – poison prevention – how to child-proof your environment – ways to use community emergency resources – and more!
Mon. 6:30 to 10:30 p.m.
4 hours Fee: $20.00
May 2, 16 or 30
June 6 or 20
Courses can be run in your home or organization (minimum enrolment 10 people). For more information please call Sheryl Wallis at 967-1212, ext. 4224.

First Aid

HEAL 102X

Provides students with knowledge and skills in standard first aid procedures according to the guidelines established by the Canadian Red Cross Society.
Thurs. 5:15 to 9 p.m.
Nightingale Campus
15 hours Fee: $18.75 Materials: $15.00
May 26 to June 16

Family Practice Nursing

NURS 948

Designed to broaden the knowledge of R.N.s working in family practice settings. Classes in the first half of the course cover such topics as: interviewing, taking a history, telephone assessment skills, drugs commonly used in family practice, nutrition update, and basic diagnostic imaging procedures. The second half of the course deals with the theory and process of health education and includes seminars related to health maintenance.
Thurs. 6:30 to 8:30 p.m.
Nightingale Campus
24 hours Fee: $30.00
April 7 to June 23

Added Skills

R.N. Nursing Skills in Footcare

NURS 949

Prerequisite: Current certificate of competence as an R.N. in Ontario or proof of eligibility for registration.
Students are taught basic and more advanced nursing skills in footcare by a team comprised of an R.N. and a chiropodist. Course content reflects the College of Nurses of Ontario's March 1985 guidelines as detailed in "The Role of the Registered Nurse and Registered Nursing Assistant in Footcare." The nursing process (assessing, planning, implementing and evaluating) is used as a framework for study. To arrange for an on-site course (minimum enrolment 10 people), please call Lynn McNeil-Smith at 967-1212, ext. 4224.

Body Systems Update: Conditions, Tests, Procedure

NURS 951

Prerequisite: R.N.
This course is designed to provide the Registered Nurse with a comprehensive review of the body's major systems: Cardiovascular, Respiratory, Renal, Endocrine and Neurological. Course content includes:
• Review of Anatomy and Physiology of above systems
• Fluids and Electrolytes
• Arterial blood gases
• Management of patients with the following conditions: diabetic and nonketotic hyperosmolar coma, hypercalcemia, myocardial infarction, tracheostomies, airways, fluid and electrolyte imbalances

Physical Assessment Series

Pediatric Assessment

NURS 946

Prerequisite: Registered nurse.
Developed in cooperation with the Hospital for Sick Children, this course provides nurses with the basic skills needed in the physical assessment of children from birth through adolescence. Recognition of the range of normal findings is emphasized. Lectures, demonstrations and practice sessions are used to present material.
Tues. 5 to 8 p.m.
Classes at Hospital for Sick Children — Register at Casa Loma Campus
36 hours Fee: $45.00
April 5 to June 21
For further information, please call Jackie Salmona at 967-1212, ext. 4229.

Physical Assessment

NURS 931

Prerequisite: Current certificate of competence, College of Nurses of Ontario.
Assists the R.N. in developing basic skills in the physical assessment of adults. The course uses a systems approach to physical examination and looks at patient care from a problem-solving approach. Recognition of the range of normal findings is emphasized with some discussion of common abnormalities and a review of taking histories and recording. Lectures are augmented by demonstrations of techniques, and each class includes a practice session in which every student is expected to participate. In-depth review of relevant anatomy and physiology is the student's responsibility.
Tues. 6:30 to 9:30 p.m.
Nightingale Campus
36 hours Fee: $45.00
April 5 to June 21

Part II 12-Lead ECG: Analysis and Interpretation

NURS 933

Prerequisites: Registered nurse, a recent basic course in arrhythmias and/or recent experience in working with cardiac monitors.
An advanced course in the analysis and interpretation of normal and selected abnormal 12-lead electrocardiograms. Topics include: a study of the heart and its electrical activity, myocardial ischemia and infarction, ventricular hypertrophy and atrial enlargement, pericarditis, pericardial effusion, intraventricular conduction defects, abberancy, myocardial aneurysm, electrolyte abnormalities and drugs. The course includes practical work, quizzes and a final exam.
Tues. 6 to 9 p.m.
Nightingale Campus
36 hours Fee: $45.00
Winter, 1989

R.N. Examination Review

NURS 927

Assists graduate nurses in preparing to write the nurse registration examinations in Ontario. In a seminar format, students review the most frequently encountered nursing situations in medical, surgical, maternity, pediatric and psychiatric nursing. Students are given guidelines on how to write multiple choice examinations and get practice writing comprehensive tests similar to the provincial registration examinations.
Mon. and Thurs. 6 to 9 p.m.
Nightingale Campus
54 hours Fee: $67.50
March 24 to May 26

Cardiac Monitoring

Certificate in Cardiac Monitoring

The purpose of this 2-part certificate is to provide members of the health care team with the skills and knowledge necessary to analyse and interpret arrhythmias and 12-lead electrocardiograms.

Part I Interpretation of Arrhythmias

NURS 953

Prerequisite RN or permission from the instructor.
This course is designed to provide knowledge and skill in the interpretation of arrhythmias. Course content includes: introductory principles; vectors; anatomy and electrophysiology of the heart and conduction system; autonomic nervous system; cardiac electrophysiology; systematic analysis for basic and advanced rhythm strips; cardiac arrests; heart blocks; drug therapy; pacemakers and bedside monitoring
Tues. 6 to 9 p.m.
Nightingale Campus
36 hours Fee: $45.00
Fall, 1988

- Interpretation of arterial blood gases, CBC, PT, PTT, electrolytes
- Nursing care of patients undergoing diagnostic tests such as CT scans, lung scans, magnetic resonance imaging, angiograms
- Discussion of Hickman and Porto Cath lines.

Tues. 6 to 9 p.m.
Nightingale Campus
36 hours Fee: $45.00
April 5 to June 21

Registered Nursing Assistants

R.N.A.: Nursing Skills in Footcare

NURS 950

Prerequisite: Current certificate of competence as an R.N.A. in Ontario or proof of eligibility for registration.
R.N.A.s are taught basic and more advanced nursing skills in footcare. Topics include: the normal foot, common foot problems, setting appropriate footcare goals, and providing care within the scope of practice of R.N.A.s. The course is designed to meet the College of Nurses of Ontario's requirements for R.N.A. skills in footcare. To arrange a course on-site at your institution (minimum enrolment 10), please call Lynn McNeil-Smith at 967-1212, ext. 4224.

R.N.A.: Physical Assessment

NURS 952

Prerequisite: Current certificate of competence as an R.N.A. in Ontario.
This course assists R.N.A.s in developing basic physical assessment skills with adult patients. The course covers recognition of the range of normal findings with some discussion of common abnormalities. Prior to class, R.N.A.s are expected to have reviewed basic anatomy and physiology. Classes include history-taking, recording, and a systems approach to physical examination. Practical sessions are included.
Mon. 6 to 9 p.m.
Nightingale Campus
30 hours Fee: $37.50
April 11 to June 20

Dental Assisting Certificate

Prerequisites: Applicants should have an Ontario Secondary School Graduation Diploma with grade 11 or 12 credits in biology and chemistry (or the equivalent).
This program is offered jointly by the Health Sciences Division, Continuing Education Departments of George Brown and Seneca Colleges. It enables a working dental assistant to complete the required courses for a certificate in dental assisting in three years. Every course is offered over the three year period. Students should only take some of the subjects in any year, with the goal of completing the program in a maximum of five years.
A more detailed description and an application form are available from Lynn McNeil-Smith at 967-1212, ext. 4224. Applications should be received before August 15 and must include a letter from an employer-dentist. Incomplete applications will not be processed.
The following courses must be completed to obtain the certificate:

- Human Biology BIO 102X,
- Introductory Psychology PSY 171,
- Pre-clinical Techniques PCT 101X,
- Dental Materials DENT 106X,
- Microbiology BIO 104X,
- Language & Communications ENG 193,
- Oro-facial Anatomy ANAT 102X,
- Dental Radiology DENT 109X,
- Dental

Nutrition

NUT 101X

Prerequisite: Human Biology.
This course introduces the student to the theoretical, scientific basis of nutrition in combination with the practical application of this information to the food selection. Basic principles of the metabolism of carbohydrate, fat, protein, vitamins and minerals will be presented. The applications will be stressed through audio visual aids, discussions and assessments. Students will perform a nutritional assessment of their own diets using both quantitative and qualitative methods of analysis.
Mon. 6:30 to 9:30 p.m.
Casa Loma Campus
24 hours Fee: $30.00
May 2 to June 27
1988-89 Courses will include:

- ***Human Biology***
- ***Oro-Facial Anatomy***
- ***Dental materials***
- ***Microbiology***
- ***Pre-Clinical Techniques***
- ***Language and Communication***
- ***Psychology***
- ***CPR/First Aid***

Dental Technology

Dental Technology Certificate Programs

George Brown College is pleased to announce a new series of evening programs in dental technology. The programs include:

- Certificate in Partial Dentures
- Certificate in Full Dentures
- Certificate in Orthodontics
- Certificate in Crown & Bridge and Ceramics.

Each program is comprised of a number of required courses plus a set of elective courses. The electives determine individual certificates.
Required Courses:
Language and Communication ENG 106X
Human Relations HR101X Oro-Facial Anatomy ANAT 102X
For further information, please call Mike Vakalis at 967-1212, ext. 2222 or leave message at ext. 2214.

Crown & Bridge and Ceramics: Part I

DENT 948

Prerequisite: Oro-Facial Anatomy.
This course is designed to introduce students to the field of fixed prosthodontics. Course content focuses on: fabrication of model sand dies; wax-up techniques; post-core crowns; full gold crowns; and porcelain fused to metal restorations. Students are expected to bring their own wax-up instruments to class.
Thurs. 6:30 to 9:30 p.m.,
Casa Loma Campus
45 hours Fee: $56.25 Materials: $25.00
Fall, 1988

Crown & Bridge and Ceramics: Part II

DENT 949

Prerequisite: Part I.
This course builds on the knowledge and skills developed in Part I. Students are introduced to the manipulation of porcelain and complete such projects as single and multiple units of porcelain fused to metal, as well as porcelain jacket crowns.
Thurs. 6:30 to 9:30 p.m. Casa
Loma Campus
60 hours Fee: $75.00 Materials: $25.00
Winter, 1989

Full Dentures: Part I

DENT 944

Co-requisite: Oro-Facial Anatomy
This course is designed to provide an introduction to the construction of full dentures. Students are introduced to: prosthodontic techniques; preliminary impressions and casts; custom trays; master casts; base plates and occlusal rims. Emphasis is placed on recognizing anatomical structures and their relation to denture construction, the sequencing of prosthodontic treatment required for complete dentures, pouring of preliminary impressions, and the construction of custom trays. Students beed box, pour master casts and construct base plates and occlusal rims.
Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
45 hours Fee: $56.25 Materials: $25.00
Fall, 1988.

Full Dentures: Part II

DENT 945

Prerequisite: Part I.
This course builds on the skill and knowledge acquired in Part I. Students focus on articulators, articulator movement and mounting casts; esthetics-phonics; flasking, packing, processing and recovering; remount techniques; rebasing complete dentures; and denture repair.
Wed. 6:30 to 9:30 p.m.,
Casa Loma Campus
60 hours Fee: $75.00 Materials $25.00
Winter, 1989

Orthodontics: Part I

DENT 946

Prerequisite: Oro-Facial Anatomy and Dental Materials.
This course is designed to introduce the basic techniques and knowledge required to fabricate removeable and fixed orthodontic appliances. Course content focuses on trimming; soldering different wire gauges; bending adams clamps; fabricating labial arches; banding teeth on a model; manipulating cold cure acrylic resins; fabrication of simple space maintainers; and trimming and polishing appliances.
Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
45 hours Fee: $56.25 Materials: $25.00
Fall, 1988

Orthodontics: Part II

DENT 947

Prerequisite: Part I.
This course continues to build on skill and knowledge acquired in Part I. Students fabricate mouth guards; repair orthodontic appliances; articulate using a face bow on

the Hannu articulator; focus on set ups and balanced occlusion (upper and lower); and correct upper dentures with clear palate.
Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials $25.00
Winter, 1989

Dental Materials

DENT 922

Prerequisite: Currently working as a dental technician or dental auxiliary.
Theory and practice in the selection and manipulation of dental materials used in dental laboratory technology. Topics include: specifications of various dental materials, physical and mechanical properties, biophysical application of dental materials, the nature of metals and alloys, impression materials, gypsum products, waxes, gold and its alloys, base metal alloys, plastics and porcelain in dentistry, and casing investments.
Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
45 hours Fee: $56.25
Fall, 1988
Winter, 1989

Physiology of Occlusion

DENT 926

The basic principles of gnathology and the stomatognathic system are covered. Other topics covered include: various types of articulators, their functions and limitations, the facebow and other accessories, physical factors of the determinants of both static and dynamic occlusion, and the synergism of the components of the masticatory process.
Mon. 6:30 to 9:30 p.m.,
Casa Loma Campus
45 hours Fee: $56.25
Fall, 1988
Winter, 1989

Oro-Facial Anatomy

ANAT 102X

Through lectures and laboratory sessions, topics introduced include: basic dental terminology, major notation systems, the development, structure, form and function of teeth, eruption chronology, functional relationships between teeth and supporting structures, and dental anomalies and variations.
Tues. 6:30 to 9:30 p.m.,
Casa Loma Campus
45 hours Fee: $56.25
Fall, 1988
Winter, 1989

Continuing Education for Dental Assistants and Hygienists

Parallel Technique in Dental Radiography

DENT 921

Prerequisites: Certified dental assistant or registered dental hygienist and completion of a recognized course in radiation safety.
Reviews the terminology of dental radiography and the protection of patients from radiation exposure. The advantages and disadvantages of the parallel technique of taking radiographs are discussed. Students learn to produce an acceptable full-mouth radiographic survey including processing and mounting the x-rays. This course counts for 10 points towards renewal of certification with the Ontario Dental Nurses and Assistants Association.
Thurs. 6:30 to 9:30 p.m.,
Casa Loma Campus
12 hours Fee: $89.00
April 28 to May 19

George Brown College in cooperation with the Royal College of Dental Surgeons of Ontario Presents Dental Hygiene Refresher Course

DENT 932

This two-week, full-time course is designed to meet the needs of the Dental Hygienist who is considering a return to active practice or who is upgrading skills and knowledge in preparation for the Out-of-Province licensing examination. The course will provide the opportunity to review current dental knowledge and to refine clinical skills. Course content is comprised of up-to-date lectures, electives and patient-dental clinics.
Casa Loma Campus
Fee: $379.00
July 4 to 15
Registration Deadline: June 3, 1988
Class Size: 20 students maximum For further information, please contact Evie Jesin any Thursday, 967-1212, ext. 2229. Messages may be left at 967-1212, ext. 2504.

Dental Hygiene Licensing Examination: A Preparatory Course

RCDS 901

The primary purpose of this course is to provide an opportunity for students to maintain their clinical skills while preparing to take the R.C.D.S. examination. Students work with patients and follow George Brown protocol. Consent forms must be completed by patients and all medical histories and forms must be checked and signed by the supervising D.D.S. Final evaluations of the scaling and the rubber cup polish are done by a faculty dental hygienist. Orientation & sterilization of instruments: 9:30 a.m. to 12:00 p.m., July 18, Rm. 402, 175 Kendal Avenue. Instruments & Supplies: Students must provide their own instruments. Individual kits will be sterilized on July 18 a.m. for the p.m. clinical session. All clinical facilities, sundries and supplies will be provided during clinical sessions. Decorum: Full clinical dress, including nametags. Patients: July 18 only. Patients will be booked for the p.m. session for each student. Students must book their own patients for all subsequent clinics. George Brown College cannot guarantee patients for each clinical session, but students will be allowed to draw from a patient pool and have access to patient files. Application forms and payment must be received by Friday, July 8, 1988, and should be forwarded to Casa Loma Campus, Admissions Office, 160 Kendal Avenue. Registration is accepted and seats assigned on a first-come-first-serve basis, George Brown reserves the right to cancel the program if enrolment is insufficient.
Clinic Hours: 9:00 a.m. to 12:00 p.m., 1:00 p.m. to 4:00 p.m.
Fee: $270.00
July 18 to 22

R.D.T. Examination Preparation Course

DENT 937

Through a series of weekend sessions, students are able to complete a mock R.D.T. examination. The course is designed for those who are registered to write this Spring and all applicants must show proof of registration.
Fri. 6:30 p.m. Sat. and Sun. 8 a.m. to 5 p.m.
Casa Loma Campus
36 hours Fee: $45.00 Material Fee: $15.00
April 15, 16, 17, 22, 23, 24

Career Oriented Courses

Advertising Design Basic

ADES 900

Prerequisite: An interest in art.
Study the theories of commercial art and graphic design and get practical experience in the following: thumbnails, rough layouts, comprehensive layouts, mechanicals, paste-ups, and colour separation by amberlith overlays.
Wed. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50 Materials: $20.00
April 27 to July 27

Retail Advertising Layout — Basic

ADES 905

Prerequisites: An interest in commercial art and drawing ability.
An introduction to the practical day-to-day aspects of retail advertising layout. Learn to produce successful retail advertisements and solve any design problems in the visualization and rendering of the layout. Other topics covered include: basic copyfitting and layout techniques, merchandise problems, dealing with clients, translating design solutions into photographic terms, merchandising, demographics; different print media including newspapers, magazines and direct mail advertising and their application to various segments of the market. A wide variety of assignments enable students to gauge their abilities and progress.
Tues. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
April 26 to July 26

Retail Advertising Layout — Advanced

ADES 906

Prerequisite: ADES 905 — Retail Advertising Layout — Basic or knowledge of copyfitting and basic layout techniques
This course offers students an in-depth look at Retail Advertising Layout, using basic layout skills to develop portfolio pieces and a deeper understanding and facility in designing clear, comprehensive layouts. A wide variety of different kinds of formats and advertising will be covered in weekly assignments; from all-type ads, catalogue, direct mail and newspaper to format and in-store advertising campaigns. Subjects discussed will include merchandising, production deadlines, studio politics, freelance rates and opportunities, as well as portfolio presentations and job-hunting.
Thurs. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
April 28 to July 28

Airbrush Techniques

AIRB 901

For beginners or advanced students. A hands-on introduction to setting-up, operating and caring for an airbrush that teaches both the fundamentals and more advanced airbrush techniques. Class projects cover fine art, product rendering and advertising illustration and students are encouraged to bring in their own work. It is recommended that students supply their own airbrushes. Enrolment is limited.
Tues. and Wed. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50 Materials: $25.00
May 3 to June 15

Summer Workshops

Summer Illustration Workshop

ILLS 800

Prerequisite: Basic drawing skills.
Students' drawing skills are developed through reference material and the individual's imagination as it relates to human characteristics and the figure. Students study proportions and execute a series of projects resulting from this exercise. Pencil, pen and ink are used to create these black and white illustrations. Commercial applications using various media and techniques are also explored.
Thurs. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $80.00
April 28 to June 30

Summer Life Drawing Workshop

LIFE 800

Prerequisite: Drawing ability.
A traditional approach to the human figure through progressive steps of gesture, contour and diagramatic drawing. In addition, the course utilizes the nude and costumed figure for composition, proportion and expression.
Tues. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $94.00
April 26 to June 28

Summer Marker Rendering Workshop

MARK 800

Prerequisite: Drawing ability.
During this workshop, students learn the correct use and the various methods of handling felt-tipped markers as they apply to layout and design problems. Both graphic and photographic renderings are explored. The effective application of marker colours for shading and rendering is taught, such as the realistic presentation of glass, metal, clothing and food, etc.
Tues. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $94.00
April 26 to June 28

Summer Cartooning Workshop

CART 800

Prerequisite: Drawing ability.
This course is for persons with some experience. Cartooning is effectively used in business in all forms of advertising, sales promotion and in the entertainment field. Various cartooning techniques are taught including creation of characters, conventional signs of cartooning and how to draw caricatures.
Wed. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $83.00
April 27 to June 29

Interior Design

DES 802

A practical course for those interested in interior design and decorating their homes and apartments. Topics covered include: floor plans, colour schemes, furniture layout in rooms and leisure areas, lighting, kitchen design, fabrics, and the selection of furniture, drapes, carpets and other accessories for all rooms. There are field trips plus basic exercises and projects. Exterior design is covered for patios, sun porches, decks, etc.
Wed. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $81.00
April 27 to June 29

Portrait Painting

PAIN 904

Prerequisite: Basic knowledge of drawing.
For beginners and advanced students who want to learn anatomy and colour mixing pertinent to portraiture. Study the techniques

of the Old Masters and work with models in any media, including oil, tempera, acrylic, water colour or pastel.
Mon. and Wed. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
June 27 to August 15

Painting and Illustrating

PAIN 905

Prerequisites: Drawing skills and an interest in painting and illustration.
Study the history of contemporary illustration and the work of professional illustrators while developing your own personal style. Learn the practical techniques of working with watercolour, tempera, casein, gouache, acrylics and oils.
Wed. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
April 27 to July 27

Studio Management

STBM 900

Prerequisites: Knowledge of design and freelance experience.
Designed for freelance designers, staff artists or beginner designers who want to learn how to run a profitable design office. Topics covered include: pricing, invoicing, purchase orders, taxation, organizing the office, using forms, establishing purchase order and invoice numbers, and other aspects of business directed towards commercial aspects.
Thurs. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $37.50
April 28 to June 30

Photography

Introduction to Photography

PHOT 800

Gain practical hands-on experience in camera work, developing, printing, dry-mounting, and other techniques. Illustrated lectures cover the following topics: camera lenses, f-stops, shutter speeds, basic lighting techniques, filters, darkroom layout and more. Due to heavy demand, this course is offered several times each year but early registration is recommended.
Mon. Tues. Wed. Thurs. Fri. 6:30 to 9:30 p.m. or Sat. 1 to 4 p.m.
St. James Campus
30 hours Fee: $60.00 Lab Fee: $30.00
April 4, 5, 6, 7, 8, 9 to June 13, 7, 8, 9, 10, 11

Black and White Print Workshop

PHOT 922

Learn black and white printing skills in this hands-on workshop. Instruction is given in fundamental black and white printing techniques with a maximum amount of time available for extended darkroom work. Although beneficial, previous darkroom experience is not required. Enrolment is limited.
Tues. and Thurs. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50 Lab: $25.00
June 14 to July 28

Photography in Advertising

PHOT 929

Designed for those interested in commercial photography and specifically those working in the graphic arts industry. Designers, layout artists, art directors, etc. study the photographic process, learn how to work with photographers, and gain an understanding of the limitations of photographic reproduction. Lectures, demonstrations and field trips deal with the following topics: camera formats, lighting, photographic materials, the photographic session, and the technical attributes of the photograph.
Tues. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $37.50
April 12 to June 14

Photography: Printing Colour Negatives

PHOT 931

Hands-on experience printing colour negatives for photographers with or without previous experience. After discussion of the basic theory of colour printing, the maximum amount of time is devoted to making prints. The course is held at Toronto Image Works, a professionally equipped colour darkroom rental facility. Tuition includes 15 hours of darkroom time, lab chemistry, and 50 sheets of 8 x 10 colour paper for each student. Note: Classes are held at Toronto Image Works, 80 Spadina Avenue, Suite 207, Toronto. Register at St. James campus.
Sat. 9 a.m. to noon
Toronto Image Works
15 hours Fee: $18.75 Material: $21.00 Lab: $60.00
May 7 to June 4

Photography of People

PHOT 936

Prerequisite: PHOT 801, an equivalent course, or level of comprehension.
This course is designed for people who want to improve their skills in taking pictures of people. This practical hands-on course covers the following topics: how to choose the correct camera; type of lens and filters; studio lighting and available light; location photography; how to photograph faces; how to create the right atmosphere for a successful portrait; and how to accomplish all of this using a minimum amount of equipment.
Mon. 6:30 to 9:30 p.m.
St. James Campus
45 hours Fee: $56.25
May 2 to August 22

Elements of Photographic Design

PHOT 937

Prerequisite: PHOT801 or equivalent course or level of comprehension.
This course provides the intermediate level student with information which helps to address the issues of creativity and esthetics as they apply to their photographs. It asks the student to consider the meaning of the subject selection, to examine all the visual attributes of a scene, to utilize and arrange those which best convey a sense or meaning so that a meaning can be grasped. An understanding of the use of the visual elements, such as shape, texture, form and colour is acquired through a step-by-step program of assignments and workshops. The course covers the principles of design which a good photo relies upon. Topics include proportion, rhythm, balance, perspective, and highlighting of the subject. Note: Students will require a 35mm camera and a supply of colour negative film.
Thurs. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $37.50
April 28 to June 30

Video

Videography — Basic and Advanced Camera

PHOT 927

Hands-on experience with different video formats, covering all the features and applications of the equipment as well as how to connect it up. Specific topics discussed and demonstrated include: VHS and Beta vs. 8mm, basic video image production, video tape, editing video tape, video cameras, lighting for video, special effects, and post-production techniques.
Mon. 6:30 to 8:30 p.m.
St. James Campus
16 hours Fee: $54.00
April 18 to June 13

Diploma and Certificate Programs

The Community Services Division at George Brown offers many diplomas and certificates on a part-time basis: • Human Services Counsellor Diploma • Child Care Worker Diploma • Early Childhood Education Diploma • Activation Coordinator Diploma • Community Worker Diploma • Human Services Management Post-Diploma Certificate • Post-Diploma Program: Family Work • Foster Parent Certificate • Health Care Aide Certificate • Educational Assistant Certificate Program details follow.
Note: Courses leading to diplomas and certificates cannot be taken as single courses. Applicants must apply for full programs only.

Human Services Counsellor Diploma

This program is offered on a part-time basis for those unable to attend full-time. Preference is given to students already employed in the human services field or a related area. Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto M5T 2T9, or by calling 967-1212, ext. 4220. An admission interview is required. Details of registration are given to students after they are accepted into the program. Preference is given to those taking the full requirement of four courses each term, excluding field practice. The requirements for the diploma must be completed within five years. Courses on Wednesday are offered between 1 p.m. and 8:30 p.m. The following courses must be completed in order to obtain the diploma: Field Practice I • Human Growth and Behaviour I • Group Process I • Introduction to Basic Research Skills • Fieldwork Seminar I — Introduction to Human Services Theory, • Methods and Practice of Counselling I • Counselling Practice Laboratory • Field Practice II • Human Growth and Behaviour II • Group Process II • Theory, Methods and Practice of Counselling II • Ethics, Values and Professionalism • Research and Independent Studies • Research Methodology • Field Work Seminar II • Sociology • Cross Cultural Comparison • Life Skills Methodology I & II • Each student is also required to take two of the three available concentration courses. In the special studies courses, only the one course related to the student's major concentration is required. Concentration Courses: HUS 222X Basic Studies in Addictions HUS 224X Basic Studies in Mental Health HUS 226 Basic Studies in Criminal Justice Special Studies Courses: HUS 228X Special Studies in Addictions HUS 230X Special Studies in Mental Health HUS 232X Special Studies in Criminal Justice This program does not accept new students during the winter term. To begin the program in September 1988, applicants should apply after January 15, 1988. Mail applications to: S. Fishleigh, Nightingale Campus, George Brown College, P.O. Box 1015, Station B, Toronto, Ontario, M5T 2T9

Early Childhood Education Diploma

This program is offered on a part-time basis to those unable to attend full-time. An admission interview is required. Details of registration are available to those accepted into the program. Applications and information regarding this program may be obtained from Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9. Telephone 967-1212, ext. 4220. The requirements for the diploma must be completed within five years. Courses are offered on Tuesday and Thursday evenings. The following courses must be completed in order to obtain the diploma:
• Infant and Child Development
• Health and Nutrition E
• Interpersonal Communications
• Principles of Day Care I
• Art Education E
• Field Practice
• Field Practice
• Storytelling and Literature
• Music
• Parent Education I
• Human Growth and Development
• Children with Special Needs E
• Curriculum Development
• Planning, Management and Legislation
• History and Philosophy
• Family Dynamics
• Parent Education II
• Professional Development
• Field Practice
• Field Practice
• Movement and Drama
• Science Experience
• Principles of Day Care II
• Language and Communications
• Introductory Sociology
• Introductory Psychology

Activation Coordinator/ Gerontology Diploma

This part-time program provides training for those employed or seeking employment as activity programmers in institutions or community settings. Students gain the knowledge and skills needed to care for elderly and/or handicapped people. An admission interview is required. Details of registration are made available to those accepted into the program. Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9. Telephone M. Gaffney at 967-1212, ext. 4242. Courses are offered Tuesday and Thursday between 2 p.m. and 9 p.m. The following courses must be completed in order to obtain the diploma:
Semester I
• Biology of Aging
•Activity Planning
• Communications
• Field Practice
• Field Seminar
Semester II
• Use of Crafts and Hobbies
•Introductory Psychology
• Working with the Handicapped
• Ambulation and Exercise
• Field Practice
• Field Seminar
Semester III
• Group Process
• Normalization and Remotivation
• Introduction to Gerontology
• Field Practice
• Field Seminar
Semester IV
• Growth and Development
• Psycho-Geriatrics
• Introductory Sociology
• Community Resources
Semester V
• Human Relations
• Field Work Practice
• Field Work Seminar
• Therapeutic Programming
• Counselling Skills
Semester VI
• Assessment Skills
• Organization and Management Skills
• Coordination Skills
• Field Practice
• Field Seminar
Courses offered during Fall and Winter semesters only.

Community Worker Diploma

The part-time Community Worker program is primarily for persons already working in community work or the social services. It allows those with some prior experience to enhance their community development-related skills and knowledge. Community development is the process of assisting groups of people to understand and analyze their shared problems, and to plan and carry out effective actions towards resolving those problems. Typically, community workers act as resources to "grass-roots" groups attempting to build new institutions (or to encourage new responses) to meet social needs. For further information on the Community Worker Diploma program, call Bob Luker at 967-1212, ext. 3418. This program does not accept new students during the winter term. To begin the program in September 1988, applicants should apply after January 15, 1988. Mail applications to: Community Worker Program, Community Services, St. James Campus, George Brown College, P.O. Box 1015, Station B, Toronto, Ontario, M5T 2T9.

George Brown College in collaboration with Women's College Hospital presents Childbirth Educators Program

This Program is of interest to people who have completed post-secondary education and have a demonstrated interest in childbirth education and adult education. Its comprehensive approach to training is aimed at developing skills, knowledge and increased awareness of the childbirth and parenting experience. Entrance requirements include: – evidence of post-secondary training – attendance at an interview/information session – a résumé For more information, please call Jackie Salmona at 967-1212, ext. 4229.

Childbirth Education — Module II

Prerequisite: CBE — Module I (Parts A & B)
Module II of the Childbirth Educators Program is comprised of an intensive four-day workshop focusing on: experiential learning theory; group dynamics; management of the childbirth process; and relaxation, breathing and massage techniques. Students examine and evaluate philosophies, beliefs, values and choices related to childbirth, and present prenatal curriculum materials to the class.
Thurs./Fri./Sat./Sun. 8:30 a.m. to 4:30 p.m.
Women's College Hospital
30 hours Fee: $37.50
May 26 to 29

Childbirth Education — Module III

Prerequisite: CBE — Modules I (Parts A & B) and II
This course focuses on labour and delivery. Students are required to observe and record five labours and deliveries. These observations must take place in a teaching and/or community hospital, and must include one caesarian birth. Recordings cover such things as: progress during 1st stage of labour (physical, psychological, emotional); 2nd stage methods, positions, medical intervention and rationales; newborn procedures (Apgars, medications, etc.) and rationales; procedures influencing the bonding process; responses and strategies used by the labouring couple; coping strategies (lay and professional) used to enhance labour.
Day, time and location to be arranged.
40 hours Fee: $50.00
June 1 to August 31

Childbirth Education — Module IV

Prerequisite: CBE — Modules I, II, III
This course focuses on the design of prenatal curriculum material. Students develop and prepare curriculum material covering a series of prenatal classes. Content is reviewed and priorized, and outlines are prepared based on goals and objectives. Among the areas included for study are: resource materials; teaching aids; audio/visual materials; teaching handouts; and teaching strategies.
Thurs. (and Times T.B.A.) 7 to 10 p.m.
Nightingale Campus
100 hours Fee: $125.00
Tutorial Dates: Sept. 15, Nov. 3 and Dec. 15

Health Care Aide Certificate

This program provides basic training for those who wish to work with patients in long-term or chronic care facilities. Under the supervision of a registered nurse, the health care aide provides personal care for the comfort and safety of residents and helps create a climate that promotes the optimal physical, social and emotional well-being of each resident. The Health Care Aide program was developed by and is recognized by the Ministry of Health, Ministry of Education and the Ministry of Community and Social Services. Admission Requirements: Grade 10 — mature persons 19 years of age and older with less than grade 10 are considered individually. Facility with English. A personal interview. The program is 400 hours long and is offered part-time in both day and evening courses. Further details regarding registration and the structure of the program may be obtained from:
Health Care Aide Program
Community Services
George Brown College
P.O. Box 1015,
Station "B"
Toronto, Ontario M5T 2T9
Telephone: 967-1212, M. Gaffney.
The following courses must be completed to obtain the certificate:
• Communications C
• Biological Needs
• Social and Emotional Needs
• Clinical 1 (Personal Care)
• Clinical 2 (Activation)
• Clinical 3
Courses offered this term:

Clinical III

CARE 910

Students are placed in an institutional setting to further develop the skills needed by a health care aide. Those who can document competency through employment experience are eligible to apply for exemption from this course.
Mon. to Fri.
200 hours Fee: $35.00
June 13 to July 15

Post Diploma Certificate in Human Services Management

This program provides managers and supervisors in human services with a better knowledge and appreciation of their roles and responsibilities and prepares non-management staff for career advancement. The understanding of the management process will be related to working situations. Emphasis will be placed on the acquisition of skills using both experimental and lecture formats. Entry Requirements: To be accepted into the program, applicants must:
• Have completed a post-secondary diploma-level program in the area of human services (or equivalent).
• Have completed a minimum of two years employment in a human services agency.
• Be in a supervisory or management position or be on staff at an agency and wish to prepare themselves for promotion. Participants must complete the required course and five electives in order to obtain the certificate.
Required:
• Management Context and Techniques
Electives:
• Structure Politics and Dynamics of the Organization
• Funding and Fund Raising
• Personnel Practices
• Board, Agency and Community Relations
• Financial Management
Fee: $37.50 per course. Applications and information may be obtained from Community Services,
George Brown College,
Box 1015, Station B,
Toronto M5T 2T9
or
(416) 967-1212, ext. 4420.

Child Care Worker Diploma

This program is offered on a part-time basis to those unable to attend full-time and are currently working full-time with emotionally disturbed children or troubled adolescents. An admission interview is required. Details of registration are available to those accepted into the program. Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9. Telephone 967-1212, ext. 4220. The requirements for the diploma must be completed within five years. Courses are offered on Wednesday between 3 p.m. and 10 p.m. The following courses must be completed in order to obtain the diploma:
• Field Practice
• Human Growth and Development
• Caring for the Disturbed Child I
• Therapeutic Activities Group Process
• Interviewing and Counselling Field Practice
• Childhood Psychopathology
• Caring for the Disturbed Child II
• Treatment Philosophies
• Organizational Development
• Working with Families
• Values, Ethics and Professionalism
• Adolescence
• Adolescence Role and Identity
• Integration of Theory and Practice
• Introductory Psychology
• Introductory Sociology
This program does not accept new students during the winter term. To begin the program in September 1988, applicants should apply after January 15, 1988. Mail applications to: Admissions, Kensington Campus, George Brown College, P.O. Box 1015, Station B, Toronto, Ontario M5T 2T9.

Storytelling and Literature

ECE 116X

Children's literature, prose and poetry as written for and by the young child will be explored. The key aspects related to developing a literature program in an educational setting will be investigated. These will include methods of evaluating literature, the art of storytelling and establishing prereading skills.
Tues. 6:30 to 8:30 p.m.
Nightingale Campus
14 hours Fee: $17.50
April 19 to May 31

Music

ECE 117X

Students will gain the skills to plan and carry out music programs for children by applying the techniques of guiding young children in musical experiences and the knowledge of music resources.
Thurs. 6:30 to 8:30 p.m.
Nightingale Campus
14 hours Fee: $17.50
April 21 to June 2

Movement and Drama

ECE 215X

Students will be involved in movement and drama experiences. The skills developed will be related to program planning for preschool children.
Thurs. 6:30 to 8:30 p.m.
Nightingale Campus
14 hours Fee: $17.50
April 19 to May 31

Science Experience

ECE 216X

Students will identify scientific concepts inherent in normal routine programs for preschoolers and will then be required to plan programs which include age-related science experiences.
Thurs. 6:30 to 8:30 p.m.
Nightingale Campus
14 hours Fee: $17.50
April 21 to June 2

Language and Communications

ENG 114X

Students will gain practice in writing and oral communication skills with emphasis being placed on the recording of observed behaviour of children.
Tues. and Thurs. 6:30 to 8:30 p.m.
Nightingale Campus
28 hours Fee: $35.00
April 19 to June 2

History and Philosophy of Early Childhood Education

ECE 204X

This course reviews the significant innovations in the field of early childhood and investigates current models for the care and education of young children.
Thurs. 6:30 to 8:30 p.m.
Nightingale Campus
14 hours Fee: $17.500
April 21 to June 2

FamilyWork

POST DIPLOMA PROGRAM

This post diploma program in Family Work is designed for working professionals who hold diplomas or degrees in a human service field and who are currently involved or wish to become involved in family work.

The program consists of four evening courses to be taken over a year — a total of 180 hours of instruction including 36 hours of clinical experience.

Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9 or call **(416) 967-1212, ext. 4220.**

NEW PROGRAM

Assaulted Women's and Children's Counsellor/Advocate

Starting in September 1988, George Brown College plans to offer a new program to train people to work in the field of violence against women and children – in shelters for battered women, in sexual assault centres, community centres and advocacy services.
This is a three-year program if completed on a part-time basis; two years if completed full-time.

For more information about this program, please call S. Fishleigh at 967-1212, ext. 4220.

Day Classes: Start continuously; adjustments are made for holidays. Registration is held Monday to Friday from 8:00 a.m. to 4:00 p.m. at 258 Adelaide Street East. Evening Classes: Mondays and Wednesdays, or Tuesdays and Thursdays. They also start continuously. For day and evening schedules and additional information about real estate courses call 362-8522 or 362-8523.

An Introduction to Real Estate — Segment I

RE 900A

This course covers the following topics: investing in real estate, deciding to own or rent, how much should you pay, financing a purchase, government financing plans, benefits and services of a broker, a career in real estate, the relationship between principal and agent and the typical real estate transaction.
Mon. to Fri. Day: 8:30 a.m. to 3:30 p.m.
Night: 6:30 to 9:30 p.m.
St. James Campus, 258 Adelaide Street East.
30 hours Fee: $170.00 includes text and exam fee.
Dates: Continuous
Registration for the following Segment II classes must be completed by 8:30 a.m. of the first day of class and by 6 p.m. of the first evening class. After 9:30 a.m./6:30 p.m., any available seats will be given to people on waiting lists.

An Introduction to Real Estate — Segment II

RE 900B

Prerequisite: Evidence of completion of Segment I and 75% pass mark on the examination in Segment I.
After an introduction, this course covers the following topics: real estate and the economy, the Real Estate and Business Brokers Act, the broker and salesperson relationship, ethics, municipal regulations, subdivision control, an introduction to land descriptions, construction, evaluation, advertising, mortgages, agency law, statutes affecting the real estate business, parties to contract, contract law, agreement of purchase and the sale.
Mon. to Fri. Day: 8:30 a.m. to 3:30 p.m.
Night: 6:30 to 9:30 p.m. St.
James Campus, 258 Adelaide Street East.
60 hours Fee: $240.00 includes text and exam fee.
Dates: Continuous
Registration for the following Segment III classes must be completed by 8:30 a.m. of the first day of class and by 6 p.m. of the first evening class. After 9:30 a.m./6:30 p.m., any available seats will be given to people on waiting lists.

An Introduction to Real Estate — Segment III

RE 900C

Prerequisite: Evidence of completion of Segment II and 75% pass mark on the examination in Segment II.
This segment uses case studies to illustrate some of the practical situations students encounter day-to-day in a real estate operation.
Mon. to Fri. Day: 8:30 a.m. to 3:30 p.m.
Night: 6:30 to 9:30 p.m.
St. James Campus, 258 Adelaide Street East
60 hours Fee: $260.00 includes text and exam fee.
Dates: Continuous

Certificate Program

The full Certificate Program involves completion of three mandatory subjects: Real Property Law, Principles of Appraisal, and Principles of Mortgage Financing. Plus the completion of one elective chosen from: Principles of Property Management; Principles of I.C. & I.; Real Estate; or Rural, Recreation and Agricultural Real Estate.

Mandatory Courses:

Principles of Mortgage Financing

RE 902

This course deals with mortgage terminology, mortgages as an investment, the mortgage market, types of mortgages and lenders, the needs of the borrower and the lender, submitting a mortgage application, the role of secondary financing, mortgage specialties and property appraisals.
Tuesday, Wednesday and Thursday Day: 8:30 a.m. to 4:30 p.m. Night: 6 to 9:05 p.m.
St. James Campus, 258 Adelaide Street East
40 hours Fee: $225.00 includes text and exam fee.
Dates: Continuous

Principles of Appraisal

RE 903

Learn the purposes and functions of real estate appraisal. Specific subjects include: the nature of real property value, legal aspects of real estate, the appraisal process, general area and neighbourhood trends, site analysis, site valuation and problems, introduction to appraising subdivisions, how to inspect and measure a property, building materials and equipment, architectural styles and their functional utility, estimating building costs, accrued depreciation, problems with the cost approach (land and building valuation), introduction to direct sales comparison (market data approach), introduction to the income approach, correlation and final estimate of value, and a course review.
Tuesday, Wednesday and Thursday Day: 8:30 a.m. to 4:30 p.m. Night: 6 to 9:05 p.m.
St. James Campus, 258 Adelaide Street East
40 hours Fee: $225.00 includes text and exam fee.
Dates: Continuous

Industrial, Commercial and Investment

RE 904

Subjects dealt with include: the scope of the commercial investment field, planning and zoning in the municipality, development of the region, feasibility studies, office buildings and shopping centres from both the developer's and the tenant's viewpoint, apartment buildings, ownership versus leasing of co-operatives and condominiums, comparison of the types of investment and the legal and tax problems involved, syndication, the Real Estate and Business Brokers Act and the Bulk Sales Act as they relate to selling a business, and financing commercial projects from the viewpoint of both the lender and the borrower.
Tuesday, Wednesday and Thursday Day: 8:30 a.m. to 4:30 p.m. Night: 6 to 9:05 p.m.
St. James Campus, 258 Adelaide Street East
40 hours Fee: $225.00 includes text and exam fee.
Dates: Continuous

Real Property Law

RE 905

After a history of real property law, topics covered include:the rights and limitations of ownership, estates in land, interests less than estates, leases, covenants, transfer of land interests, the role of the real estate agent, mortgage law, contract law, use of real estate forms, the lawyer and the agent, the Real Estate and Business Brokers Act, Condominium Act, Planning Act, Income Tax Act, Land Speculation Act, Land Transfer Act, and a course review.
Tuesday, Wednesday and Thursday Day: 8:30 a.m. to 4:30 p.m. Night: 6 to 9:05 p.m.
St. James Campus, 258 Adelaide Street East
40 hours Fee: $225.00 includes text and exam fee.
Dates: Continuous

TREB — Introduction to Microcomputers

PRGM 701

Prerequisite: Member of the Toronto Real Estate Board.
This course is a hands-on microcomputer introduction to the following topics: basic components of microcomputer hardware and software with associated terminology; types of software – systems and applications; Disk Operating System (DOS); integrated productivity software including word processing, telecommunications, database, spreadsheet and graphics; and hardware and software trends.
Mon. 9 a.m. to noon and 1 to 4 p.m. (one hour lunch)
Casa Loma Campus
6 hours Fee: $55.00

TREB Computer Education Course

PRGM 702

Prerequisite: Member of the Toronto Real Estate Board.
This course was developed by the Toronto Real Estate Board and George Brown College to train agents and brokers to independently access the TREB computerized listing database. The course will cover the following topics: introduction to the TREB On-Line System; Signing On; Signing Off; Open Houses; Hot Sheets; Search Active/Sold/Expired Listings; Search by Address.
Tues. or Thurs. 9 a.m. to noon and 1 to 4 p.m. (one hour lunch)
Casa Loma Campus
6 hours Fee: $55.00

TREB — Advanced On-Line System (CMA and IC&I)

PRGM 703

Prerequisite: Member of the Toronto Real Estate Board.
The course is designed for those who have mastered the basic database service. The introduction involves a review for accessing the database system and examines efficient ways of moving about the records and files. The focus of the course is on C.M.A. (Comparative Market Analysis) and I.C. & I. (Industrial and Commercial) listings. Such investigations include setting up personal sub-districts for searching solds, actives, expireds. Comparative pricing of the housing market. Setting ranges for property and business searches for size and pricing. A 'hands-on' approach throughout the day is utilized.
Fri. 9 a.m. to noon and 1 to 4 p.m. (one hour lunch)
Casa Loma Campus.
6 hours Fee: $55.00
For more information and registration, contact the Education Department, the Toronto Real Estate Board at 443-8149.

Theatre Arts

Acting for Film &Television (Basic)

THEA 934

Get practical on-camera experience in a variety of comedy and dramatic scenes. Special topics are introduced each night, such as: blocking, retakes, timing, emotion, presence, confidence and intensity. Classes are held in the video studio, Casa Loma Campus.
Tues. or Wed. 7 to 9:30 p.m., Wed. 3:30 to 6 p.m.
Casa Loma Campus
25 hours Fee: $31.25
April 19 or 20 to June 21 or 22

Acting for Film and Television (Intermediate)

THEA 936

Prerequisite: Acting for Film and Television (Basic) or equivalent.
Develop concentration, intensity, confidence and character range through on-camera workshops. Students select individual study pieces that are close to their character range.
Fri. 7 to 9:30 p.m.
Casa Loma Campus
25 hours Fee: $31.25
April 22 to June 24

Acting for Film and Television (Advanced)

THEA 938

Prerequisite: Professional acting experience.
Professional level actors perform scenes on camera with other committed actors and analyze their performance on playback. The classes emphasize building a character and understanding what makes certain film and television characterizations work over long periods of time.
Thurs. 7 to 9:30 p.m.
Casa Loma Campus
25 hours Fee: $31.25
April 21 to June 23
For more information about the Acting for Film and Television series, please call Bill Insley, 967-1212, ext. 2483.

Creative Fashion Design/ Apparel Management

These courses help people in the apparel industry upgrade their skills and knowledge in a particular specialty. Anyone wanting to advance their home sewing and design skills and have some exposure to industrial techniques will also benefit. Apparel Construction I and Apparel Construction II may qualify as prerequisites for the post-secondary program in Creative Fashion Design.

Apparel Construction I (Dressmaking — Elementary)

DRES 141X

Learn elementary dressmaking using commercial patterns as well as sewing techniques both by hand and using an industrial machine. Other topics include: samples, measurements, laying-out patterns, and the relationship of pattern, style and fabric. Students supply their own materials.
Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $75.00 Equipment Fee: $25.00
April 4 or 5 to June 13 or 9

Apparel Construction II (Dressmaking — Intermediate)

DRES 145X

Prerequisite: DRES 141X — Apparel Construction I
A continuation of DRES 141X focusing on the how-to's of fabric cutting, marking, stitching, fitting, finishing and pressing. Other topics include: purpose and selection of supporting fabrics, selection and preparation of lining fabrics, preparation of the pattern and pattern alterations. Students select projects beyond the beginner's level with the instructor's approval.
Mon. and Wed. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $75.00 Equipment Fee: $25.00
April 4 to June 13

Apparel Construction III (Dressmaking — Advanced)

DRES 151X

Prerequisite: DRES 145X — Apparel Construction II or proof of equivalent competency.
Students construct more complex garments of advanced design using delicate fabrics. The pattern and fabric are selected by the students and they must supply their own

materials. Other subjects include: efficient use of materials to minimize waste, pattern alteration for proper fitting, application of lining where necessary, and finishing techniques for different materials.
Tues. and Thurs. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $75.00 Equipment Fee: $20.00
April 5 to June 9

Apparel Pattern Drafting I (Elementary)

PAT 141X

Prerequisite: Knowledge of dressmaking and practical experience.
Learn an easy and efficient method of drafting a pattern from your own design or from a garment in a fashion magazine. Topics include: elementary pattern design; size and age ranges (eg. misses 8,10,12 ...) including junior, women's and half sizes, master blocks, and drafting full-scale patterns for skirts, slacks and blouses from fashion drawings. Students supply their own drafting equipment.
Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $75.00 Equipment Fee: $20.00
April 4 or 5 to June 13 or 9

Apparel Pattern Drafting II (Intermediate)

PAT 143X

Prerequisite: PAT 141X — Apparel Pattern Drafting I or equivalent experience.
Learn to draft and develop pattern drafting skills that conform to fashion industry standards. Topics discussed include: drafting to manufacturing sizes, misses dresses, evening dresses, jackets and outer wear. Students supply their own drafting equipment.
Tues. 6 to 9 p.m.
Kensington Campus
30 hours Fee: $37.50 Materials: $20.00
April 5 to June 7

Apparel Pattern Drafting III (Advanced)

PAT 151X

Prerequisite: PAT 143X — Apparel Pattern Drafting II or equivalent experience.
From an original idea, learn to draft a quality pattern with perfect detail, proportion and fit. The categories for patterns are: day-time dresses, evening dresses and jackets, with consideration given to fabric and price. Students supply their own drafting equipment.
Thurs. 6 to 9 p.m. Kensington Campus
30 hours Fee: $37.50 Equipment Fee: $20.00
April 7 to June 9

Tailoring (Ladies')

DRES 146X

Prerequisite: Preferably DRES 145X — Apparel Construction I or basic sewing skills.
Learn quick and simple tailoring methods for ladies' garments and construct a suit or coat using commercial patterns. Topics covered include: altering a pattern to fit the wearer, cutting techniques, and sewing and finishing using industrial machines. Students select and supply their own material and pattern.
Tues. and Thurs. 6 to 9 p.m.
Kensington Campus,
60 hours Fee: $75.00 Equipment Fee: $20.00
April 5 to June 9

Draping for Fashion Design

FASH 912

Prerequisite: PAT 141X and DRES 141X.
This course is designed to develop creativity in fashion design by transferring a pattern design to a JUDY form or a human body. Students learn to make a perfect fit by making alterations to the pattern before the fabric intended for the garment is used. Students registering for this course should have taken at least the two prerequisite courses (PAT 141X and DRES 141X) and preferably more.
Tues. and Thurs. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $75.00 Material Fee: $30.00
April 5 to June 9

Fashion Illustration I (Elementary)

PAT 144X

Develop techniques for sketching fashion garments as practised in the industry. After an introduction to the basic concepts in fashion illustration, topics include: industrial methods, achieving textures, pattern techniques in different media for both rough sketches and working drawings, and finished drawings in a combination of media. Students supply their own materials.
Wed. 6 to 9 p.m.
Kensington Campus
30 hours Fee: $37.50
April 6 to June 8

Fashion Illustration II (Intermediate)

PAT 154X

Prerequisite: PAT 144X — Fashion Illustration I or similar experience.
By combining creative ability with the additional technical fashion skills taught, you can learn to portray fashion merchandise realistically. Subjects discussed include: commercial applications in fashion art, creative sketching, and the use of line and colour to illustrate garments realistically and aesthetically. Students supply their own materials.
Mon. 6 to 9 p.m.
Kensington Campus
30 hours Fee: $37.50
April 4 to June 13

Work Management (Time Studies — Apparel)

AT 100X

Learn how to determine the time required to complete a job. Topics include: human relations in time study situations, methods to improve performance of the job understudy, proper timing procedures, record keeping, rating the operator's performance and incentives for improving production.
64 hours Fee: $80.00 Equipment Fee: $15.00
By arrangement with Apparel Management Department.

Grading Techniques for Apparel Industry (Elementary)

PAT 900

Learn to take a finished pattern with all the detail and pieces and increase or decrease the pattern in size using simple, reliable methods. The mechanics of grading are taught for all styles of misses sizes 6-20 and junior size garments, helping you produce better fitted garments.
Mon. 6:30 to 9:30 p.m.,
Kensington Campus
30 hours Fee: $37.50 Materials: $15.00
April 4 to June 13

Window and Retail Display (Advanced)

DISP 903

Prerequisite: DISP 900
Explore a number of ideas about the professional aspects of window display, such as the variety and use of materials, thematic displays and the artistic presentation of display ideas. Other subjects include: presenting display ideas to clients, researching the budget, creatively using materials for props and the proper use of lighting. Techniques are demonstrated by installing five different windows and each presentation is followed by a critique. Students are required to do home assignments.
Mon. and Wed. 7 to 10 p.m.
Kensington Campus
60 hours Fee: $75.00 Equipment Fee: $10.00
April 4 to June 13

Colour Theory for Fashion Design

FASH 903

Prerequisite: Employment in the fashion industry or a student in the Fashion Department (day or Continuing Education).
An introduction to colour theory in general and specifically its application to the fashion industry. Topics covered include: primary colours, physical optics, the colour triangle, colour systems; Munsell — hue, value and chroma; Johanes Itten — the Bauhaus, colour agent and colour effect, the seven colour contrasts, the 12 laws of simultaneous contrast; colour chords — dyads, triads, tetrads and hexads, harmony of contrasts, and colour perception — luminosity and incandescence. Homework assignments are given. This course is recognized as an elective in post-secondary fashion programs.
Wed. 6 to 9 p.m.
Kensington Campus
45 hours Fee: $56.25,
April 6 to July 13

Esthetics — Skin and Beauty Care II

FASH 911

Prerequisite: FASH 901.
This course deals with theoretical concepts and hands-on experience on deep skin cleaning, paraffin masks, cellulitis, massage techniques and relaxation techniques. Instruction is also given on nail care and footcare, as well as on the use of herbs and organic ingredients in skin and beauty care and footcare. Students also practice make-up for special occasions.
Mon. and Wed. 6:30 to 9:30 p.m.
Kensington Campus
72 hours Fee: $90.00 Material Fee: $20.00
April 4 to June 27

Machine Knitting

Note: Students who complete all three courses (Basic, Intermediate and Advanced) would qualify for employment in the knitting industry.

Knitting by Machine (Basic)

CFT 900

Learn the basic techniques of operating a knitting machine and producing a garment. Other concepts dealt with include: lace; tuck; skip and flair-isle techniques; producing a personal measurement chart; and different finishing methods.
Tues. or Thurs. 7 to 10 p.m.
Kensington Campus
30 hours Fee: $37.50 Equipment Fee: $20.00
April 5 or 7 to June 13 or 9

Knitting by Machine (Intermediate)

CFT 901

Prerequisite: CFT 900 — Knitting by Machine.
Learn new techniques and further develop skills on the knitting machine by charting a variety of skirt styles in half-size samples. Other topics include: techniques of weaving by machine, introduction to the knit-leader and ribber attachments, and some garment finishing methods.
Mon. 7 to 10 p.m.
Kensington Campus
30 hours Fee: $37.50 Equipment Fee: $20.00
April 4 to June 13

Knitting by Machine (Advanced)

CFT 902

Prerequisites: CFT 900 — Knitting by Machine (Basic) and CFT 901 — Knitting by Machine (Intermediate).
Further develop your skills, especially in constructing finished items. Projects range from simple knits to elaborate designs that combine yarn with other materials. This course qualifies students for employment in the knitting industry.
Wed. 7 to 10 p.m.
Kensington Campus
30 hours Fee: $37.50 Equipment Fee: $20.00
April 6 to June 8

Designing Machine Knitted Garments

CFT 903

Prerequisite: Knitting by Machine (Advanced) — CFT 902 or equivalent.
Learn the techniques of designing machine knitted garments and produce a design for an ensemble of your choice. The instructor demonstrates patterns for sweaters, skirts and pants to assist students with their design projects. Other topics include: selection and characteristics of yarn and fibre, planning and presentation, graphing curves, using knit leader, charting, basic formulae and the specific formulae for calculating gores, round yokes, sizing and grading knit patterns.
Sat. 9 a.m. to noon
Kensington Campus
30 hours Fee: $37.50 Material Fee: $10.00
April 9 to June 11

Fur and Leather

Fur and Leather Design

FUR 545A

Learn to recognize differences in body characteristics and develop garments to fit individual clients. Techniques presented include: using pattern grading to alter the pattern, using a tape measure and translating the body measurements to the pattern, and helping clients select the appropriate style of collar, sleeve and body (i.e. box line, A-line, fitted, semi-fitted, etc.) for their body type.
Kensington Campus
60 hours Fee: $75.00 Materials: $10.00
By arrangement with the Fashion Department, 967-1212, ext. 4303 or 4336.

Fur Manufacturing Techniques (Elementary)

FUR 544X

Prerequisite: Interview or employment in the fur industry.
Learn to make fur coats, jackets, stoles and vests. Subjects covered include: using a fur knife to make straight, angle, tongue and groove cuts on different types of fur; using the fur machine; blocking with pins and staples; lining application; and finishing the garment. Students may purchase required pelts at cost and must supply their own hand tools.
Kensington Campus,
84 hours Fee: $105.00
By arrangement with the Fashion Department, 967-1212, ext. 4303 or 4336.

Leather Garment Manufacturing Techniques — Part 1

FASH 910

Prerequisite: Ability to operate an industrial sewing machine.
Learn the techniques for producing leather and suede garments. Specific topics include: pattern arranging to suit skins; cutting and assembly skills; finishing and lining garments. Students supply their own materials and produce a garment of their choice.
Tues. 7 to 10 p.m.
Kensington Campus
36 hours Fee: $45.00
April 19 to July 5

Industrial Sewing

Serger Machine

SEW 542X

A special module (25 hours) for students completing the work in SEW 141X/151 in less than 240 hours. This course on operating sergers as used in Ontario apparel plants is also available for part-time students during regular classes. Students supply their own fabric.
Kensington Campus
30 hours Fee: $37.50 Equipment Fee: $15.00
By arrangement with the coordinator.

Blind Stitch Machine

SEW 543X

A special module like SEW 542X on how to use the blind stitch machine used in Ontario apparel plants. Students supply their own fabric.
Kensington Campus
30 hours Fee: $37.50 Equipment Fee: $15.00
By arrangement with the coordinator.

Button-Hole and Button Sewer Machine

SEW 544X

Prerequisite: Good eyesight and manual dexterity.
In a production setting, students learn to use a button-hole and button sewer machine as used in Ontario apparel plants. The course focuses on the dexterity needed for efficient machine operation and preventive maintenance as well as instruction in threading and manipulating the garments.
Kensington Campus
30 hours Fee: $37.50 Equipment Fee: $15.00
By arrangement with the coordinator.

Furniture

Furniture Upholstery

FURN 104X

Develop skills in re-upholstering and recovering furniture and building new furniture, starting with a frame. Techniques studied include: stripping upholstery from old furniture; re-stripping and applying springs to new furniture; the use of stuffings, felt and polyfoam to create appropriate shapes; cutting, matching and fitting fabrics; the use of power sewing machines to sew cushions, welts, etc.; and applying covering fabrics and trim.Students supply own projects such as chairs, footstools and love seats.
Mon. and Wed. 6 to 9 p.m.
Kensington Campus,
60 hours Fee: $75.00 Materials: $25.00
April 4 to June 13

Hairdressing and Barbering

Barbering for Hairdressers

BARB 902

Prerequisite: Ontario Certificate of Qualification in hairstyling.
This course in men's haircutting emphasizes short hair and tapers and prepares the student to qualify for the government hairstyling test and hairstyling certificate. Techniques include: shaving, strapping, honing, facials, hairpieces and blow drying.
Mon. and Wed. 7 to 10 p.m.
Kensington Campus
60 hours Fee: $75.00 Materials: $20.00
April 4 to June 13

Ceramics

Certificate in Ceramics Techniques

Due to the increasing popularity of ceramics courses, the Ceramics Department has developed a program of five courses leading to a certificate in Ceramics Techniques. Successful completion of the five certificate courses (CER 900, CER 101X, CER 151X, CER 201X and CER 251X) will indicate the student's competence in hand building, throwing, glazing, decorating techniques, kiln technology and different firing procedures.
Courses taken elsewhere can only be applied in lieu of CER 900. All other courses must be taken at George Brown College. The materials fee provides two boxes of clay and all the glazes and decorative materials. Students must pay for any additional clay they use.

Basic Ceramics

CER 900

An introduction to ceramics including basic hand-building and forming, elementary wheel throwing techniques and basic wet clay decorations. Specific topics and methods presented include: constructing with slab and coil, cylinder and box construction, clay jointing; centering, opening and throwing methods, elementary shaping of cylinders and bowl forms, trimming, turning, finishing, slip brushing, banding, scraffito and impressing, glaze application, preparing bisque ware for glaze work and kiln stacking.
Sat. 9 a.m. to noon
Casa Loma Campus
30 hours Fee: $37.50 Materials: $35.00
April 9 to June 11

Ceramics 1

CER 101X

This course introduces the student to a number of basic ceramic techniques in hand-building, throwing, decorating and glazing. Instruction is given in slab construction and joining with basic clay decoration including impress, scraffito and slip painting surface enrichment. Basic throwing operations are taught by making simple cylinders, mugs with handles and vases. Preparation of bisque ware for glazing and the use of oxide stains, brushing, dipping and glaze overlapping techniques are also taught. Theory in the course includes demonstration in each class and visual slide presentations. Required work for the completion of the course: 6 mugs with handles, 2 vases, 1 slab pot, all glazed.
Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $35.00
April 5 to June 9

Ceramics 4

CER 251X

Prerequisite: CER 201X — Ceramics 3.
Students develop advanced skills and techniques in the design, forming and decorating of domestic and decorative ceramics. Course Content: The development of advanced ceramic works. Instruction is given in the design of form and its suitability for function. Decorative techniques are taught in slip decoration and oxide application to greenwares and brush painting with oxides and sprayed glazes on bisque. Practical work includes a domestic dinnerware service, jugs and handbuilt containers, also combined handbuilt and thrown forms. Theory covers the design and application of handles. Design form is taught through demonstration and visual slide presentation.
Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $35.00
April 4 to June 13

Majolica, on-glaze Ceramics Decoration

NEW

CER 904

This intensive three week course is designed for Intermediate to Advanced Ceramist. This year Majolica (Low-Fire, Tin-Glaze) decorating methods will be explored with a guest artist specialist.
Intsruction includes throwing , altering and hand building methods of construction with emphasis on suitable for Majolica On-Glaze Decoration. Earthware clay will be used.
The guest artist this year is
MATTHIAS OSTERMAN.
Mon. to Fri. 9 a.m. to 4 p.m.
Casa Loma Campus
90 hours Fee: $112.50 Material Fee: $45.00
June 20 to July 8

Jewellery Arts

The following courses can be taken for personal enjoyment or professional development. Credits from courses with code numbers in the one, two, three, or four hundred series can be used towards a two- or three-year diploma in specialized Jewellery Arts programs. Please contact the Fashion Division for details.

Jewellery (Introduction)

JWL 160A

Prerequisite: Current employment in the industry or hobby.
Develop basic skills and techniques necessary in jewellery making while class projects familiarize you with the use of jewellery hand tools. Techniques covered include: cutting, filing, fitting, hand soldering, fitting parts to small tolerances, and finishing and polishing the completed project.
Mon. to Fri. 9 a.m to noon; 1 to 4 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Equipment Fee: $20.00
July 4 to 15

Jewellery (Intermediate)

JWL 160C

Prerequisite: JWL 160A — Jewellery (Introduction).
Develop bench techniques for making jewellery. Topics include: continuation of bench work; introduction to planishing, shaping and doming of metals, assembly of design components and soldering and finishing techniques. Students supply their own materials.
Mon. to Fri. 9 a.m. to noon; 1 to 4 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Equipment Fee: $20.00
July 4 to 15

Jewellery Repair

JWL 905

Prerequisite: Employment in the industry or JWL 160A.
This course offers hands-on experience in basic jewellery repairs. Instruction is given in ring sizing, chain repairs, setting, retipping, rebuilding of sides and underbezels of rings, specialized soldering and other basic repairs. Students supply their own materials and own jewellery for repair.
Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Equipment Fee: $20.00
April 4 to June 13

Gemmology I

GEM 167X

Prerequisite: Employment in the jewellery industry or hobby.
Study the different physical characteristics of gemstones and the use of testing instruments. Topics discussed include: colours, crystal formation, natural shapes and cuts. This course leads to certification.
Mon. to Fri. 9 a.m. to noon; 1 to 4 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Equipment Fee: $15.00
May 30 to June 10

Hospitality

Certificate in Hospitality Management

The Hospitality/Tourism industry will be Canada's largest industry by the year 2000 and will require a large number of well-trained personnel. The following courses, each complete in itself, expose future industry leaders to different aspects of management. Successful completion of six of the following ten courses qualifies the student for a Certificate in Hospitality Management studies. These courses may also be applied for credit towards the full-time diploma in Hotel or Food and Beverage Management or Culinary Management. For information concerning the specific requirements for the certificate, phone 967-1212, ext. 3447.
A TEXTBOOK IS REQUIRED IN MOST COURSES.

Food Service Facilities — Planning and Design

FSF 900

Explains the stages in the development of a food service facility and the roles, compensations for and responsibilities of the professionals on the planning team: owner, operator, architect, food service designer, equipment contractor, etc. Assignments and case studies are used to present material. Subjects covered include: management of conceptual and physical planning in the overall development of the facility, concept and program definition, principles of efficient design and layout, selection of equipment, interior design, capital costs, business practices of professional consultants and emerging trends in hospitality facilities. Note: Enrolment is limited.
Mon. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $15.00 (includes price of text)
April 4 to June 13

Purchasing for Hospitality

ACC 108X

By learning the fundamental principles of food and beverage purchasing, you can avoid costly errors and build a more profitable operation. This basic course deals with purchasing needs as determined by function, delivery, quantity and price. Further topics of discussion include: purchasing specifications, making quantity decisions, basic inventory control and purchasing, costs in purchasing, purchasing procedures, value analysis, buying outside Canada, make vs. buy decisions and evaluating purchasing effectiveness.
Thurs. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $25.00 (includes price of text)
April 7 to June 9

Food and Beverage Cost Control

ACC 210X

Learn the food and beverage cost control techniques used by the hospitality industry from purchasing through receiving, storing, issuing, production to portion and revenue control. Topics emphasized include: yield testing, recipe pre-costing and interpreting cost control information. Pricing strategy and the relationship between sales volume and profitability are touched on.

Mon. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $15.00 (includes price of text)
April 4 to June 13

Front Office Operation

HIND 222X

An in-depth study of Front Office procedures and analysis of the hotel-guest relationship from pre-arrival to departure. Specific topics include: hotel terminology, types of reservation controls, reception and credit procedures, operation of the NCR 4200 and 250, VP, guests and the impact of travel agencies on the hospitality industry.

Thurs. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $5.00
April 7 to June 9

Hospitality Law and Insurance

LAW 204X

Provides students with a general understanding of the Canadian legal system as it pertains to the hospitality industry. This information allows the student to avoid legal difficulties for employees, customers and the organization. Topics include: origins and principles of the law, legal procedures, and the specific details of the law relating to the hospitality industry.

Mon. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $30.00
(includes price of text)
April 4 to June 13

Hospitality Accounting

ACC 207X

Develops a working knowledge of the various areas essential to profitable financial management. Students determine the basic accounting data required by hospitality and tourism related operations and learn to use this information to improve the efficiency and profitability of the business. Individual sessions include: accounting: the language of business, special journals, the worksheet, financial statement analysis, ratio analysis, break-even analysis, budgeting, cash management and internal control.
Wed. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $20.00
(includes price of text)
April 6 to June 8

Hospitality Personnel

PERS 202X

Techniques for successfully managing the human resources of an organization and developing skills in manpower planning. Topics include: theories of the management process; planning, staffing, organizing, directing and controlling the workforce, compensation, motivation, training and development, job design and standards of performance.
Tues. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $5.00
April 5 to June 7

Marketing for the Hospitality Industry

MARK 208X

Learn the elements of a successful marketing program, as well as how to deal with marketing problems and avoid errors that waste time, money and create unhappy customers. Specific topics include: the marketing mix — product, place, price, promotion and their effect on the customer, the sales department, advertising, public relations, the marketing plan, food and beverage marketing and menus, press relations and promotional material.
Wed. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $10.00
(includes price of text)
April 6 to June 8

How to Start a Restaurant

SBM 900

An overview of the many areas of concern when planning and/or operating a new food service facility that are dealt with more specifically in the other courses in this series. The areas discussed include: developing a concept, defining the marketing strategy, menu planning, business organization, human resources, layout and design of the facility, financial planning, and controlling food, beverage and labour costs.
Thurs. 6 to 9 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $15.00
April 7 to June 9

Certificate in Haute Cuisine

This program is designed to meet the growing demand for people skilled in the preparation of fine food. Basic Small Quantity Food is the first of eight courses in the program and students learn to apply the principles of cooking to tested recipes under the guidance of professional chefs. Further courses, in sequence, are: Basic Baking, Advanced Small Quantity Food, Advanced Baking, Appreciation of Wines, Chinese Cuisine (Dim Sum) and Chinese Cuisine (Cantonese). Each student receives a certificate of competence on satisfactory completion of each course and on completion of five courses will be awarded a certificate in Haute Cuisine.

Cooking

Small Quantity Food (Basic)

FP 730X

This introduction to the basic principles of cooking shows you how to take the raw products and create the basic requirements for classical dishes. Topics include: sautéing, broiling, stewing, cooking lean and fat fish, seafoods, vegetables, salads, garnishes, dressings and the use of herbs, spices and wines.
Tues. and Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $100.00
May 24 to July 12

Vegetarian Cooking

F 835

An introduction to vegetarian cooking including identification and selection of raw food and the various cooking methods used eg. frying, steaming and grilling. Also learn the nutritional value of vegetarian products, how to plan menus and purchase in season.
Tues. 6 to 9 p.m.
St. James Campus
30 hours Fee: $73.00 Materials: $44.00
April 5 to June 7

Chinese Cuisine (Cantonese)

F 901

Learn to cook and prepare food Cantonese-style. Techniques introduced include: handling Chinese cleavers and knives, using different types of woks, the cooking temperature for various foods; the use of flour, starches, oil and spices; preparing popular Cantonese sauces such as beef tenderloin sauce, sweet and sour sauces, barbecue sauce etc., and making several types of soup. Students prepare about 17 different recipes themselves in the Chinese cuisine lab after the instructor demonstrates the proper method.
Mon. 6 to 10 p.m.
St. James Campus
40 hours Fee: $80.00 Materials: $85.00
April 4 to June 13

Chinese Cuisine (Cantonese) Level II

F 838

Prerequisite: Chinese Cuisine (Cantonese) F901.
This course is intended for those who have experienced the art of Cantonese cooking and wish to further their skills by adding new recipes. The new dishes range from seafood to poultry and beef, supplemented with a number of vegetables, noodles and rice and the appropriate sauces, cooked in the style that best complements the main dish.
Wed. 6 to 10 p.m.
St. James Campus
40 hours Fee: $80.00 Materials: $85.00
April 6 to June 8

Chinese Cuisine (Dim-Sum)

F 900

Learn to prepare a number of Dim-Sum style Chinese snacks. Among the recipes prepared are: hargar (marinating and making of shrimp paste), shao mai, won ton, simulated coral of crabs, deep fried sour dumplings, ginger and scallion soup, fan kwou, vegetarian fan kwou, ham shao kwok, sesame and lotus seed ball, steamed lotus paste, red bean paste buns, barbecue steamed buns, chicken buns, coconut pudding, sago pudding, agar-agar almond flavoured pudding, egg puffs and more. Each of the dishes is first demonstrated by the chef instructor and then prepared by each student in the Chinese cooking lab.
Tues. 6 to 10 p.m.
St. James Campus
40 hours Fee: $80.00 Materials: $85.00
April 5 to June 7

Chinese Cuisine (Sichuan)

F 904

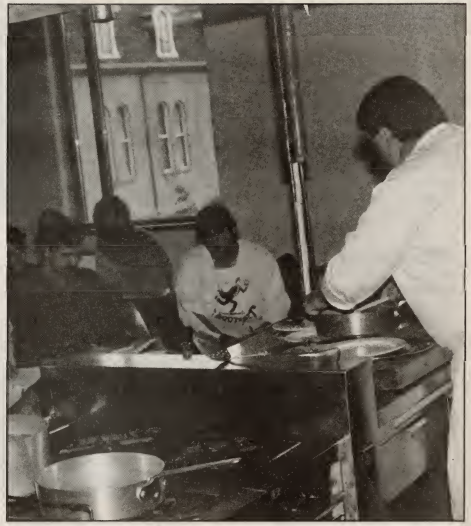
In this course the student is introduced to Sichuan style Chinese Cuisine. As with other styles, Sichuan Cuisine is unique in its treatments of chicken, pork, beef and seafood as well as a number of vegetables. Similarly, different ingredients and methods of preparation of Sichuan sauces will often change the flavour of a given recipe. All food preparation is first demonstrated by the teacher and then prepared by students in the Chinese Cuisine Lab. Up to 20 different recipes are prepared during the 10-week course.
Thurs. 6 to 10 p.m.
St. James Campus
40 hours Fee: $50.00 Materials: $85.00
April 7 to June 9

Chinese Cuisine for Professional Chefs

NEW!

F 906

Prerequisite: Presently working as Cook or Chef and interview.
This course is designed for professional cooks or chefs who wish to develop their expertise in cooking techniques from all regions of China. Through lectures and demonstrations the participants will learn the methods of preparing the ingredients and the cooking techniques for a variety of dishes. The course will cover Dim-sum, Cantonese, Sichuan, Chin Chow and Barbeque dishes. Approximately 37 different items will be taught and sampled by the participants. This course is recognized by the Ontario Chinese Restaurant Association as one of the upgrading courses.
Mon. 1 to 5 p.m.
St. James Campus
40 hours Fee: $50.00 Material Fee: $20.00
April 25 to June 27



Junior Gourmet Cooking

F 815

Prerequisite: 10 – 18 years old and a desire to learn gourmet cooking.
Basic cooking techniques are introduced through 20 or more varied recipes. Students cover: soups, boning and cooking poultry, cleaning and cooking fish, egg dishes, frying, sauteing, stewing, roasting, braising, salad work, cold desserts, baking etc.
Sat. 9 a.m. to noon
St. James Campus
30 hours Fee: $62.00 Materials: $41.00
April 9 to June 11

Junior Gourmet Cooking (Advanced)

F 819

Prerequisite: Junior Gourmet Basic F 815.
Course content: Students will further the skills and knowledge acquired in the basic course. All areas of the menu from appetizers to desserts will be covered with special emphasis placed on dishes from countries such as China, France, Italy, Germany, Austria, Spain, the South Pacific, England, Switzerland, and New Zealand. The students will engage in practical work to attain these skills.
Sat. 1 to 4 p.m.
St. James Campus
30 hours Fee: $62.00 Materials: $30.00
April 9 to June 11

Baking

Baking

BK101X

This course is intended to provide the student with the basic knowledge of baking. Topics include: basic quick breads, pies, tarts, puddings, bread and roll making, sweet yeast products, puff pastries, paté a choux, icings and fillings, cakes and cookies.
Mon. 6 to 10 p.m.
300 Adelaide
45 hours Fee: $56.25, Materials $63.00
April 4 to June 20

Baking (Advanced)

BK 634X

Prerequisite: BK 610X
Basic Baking. Develop advanced techniques of preparing pastry and desserts. Students are taught the true art of French pastries and their presentation and learn to create patisserie masterpieces, flamboyant desserts, ice cream bombes, souffles, tortes and gateau.
Wed. 6 to 10 p.m.
St. James Campus
40 hours Fee: $50.00 Materials: $73.00
April 6 to June 8

Cake Decorating

BK 639X

Learn the art of cake decoration and design and the practical techniques of cake and pastry decorating. Lectures, demonstrations and hands-on experience introduce the following techniques: piping, icing, modelling, preparing various decorator icings, free-hand piping, pattern tracing string work, ornaments, inscriptions, flowers, border designs, and working with marzipan, chocolate and rolled fondant.
Tues. or Wed. 7 to 10 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $25.00
April 5 or 6 to June 7 or 8

Junior Gourmet Baking

F 833

Prerequisite: 9–16 years old and a desire to learn gourmet baking.
An introduction to baking techniques, kitchen safety and food handling. Gain practical baking experience in the preparation of cookies, cakes, icing, tarts and breads.
Sat. 9 a.m. to noon
St. James Campus
30 hours Fee: $62.00 Materials: $33.00
April 9 to June 11

Wines and Spirits

Wines

VIN 201X

This course is an introduction to the history of Oenology. Students study the various types of grapes and fruits that produce the most popular wines available in Ontario. Students learn to identify the differences between wines of leading wine-producing countries, select glassware, prepare wine lists, develop confidence in recommending various wines in a beverage setting, conduct wine tastings, and employee training.
Mon. or Tues. 6:30 to 9:30 p.m.
300 Adelaide
30 hours Fee: $37.50 Material Fee: $95.00
April 4 or 5 to June 13 or 7

Advanced Wine Appreciation

F 903

Prerequisite: Appreciation of Wines F 902 and over 19 years of age.
Course Content: This course has been designed to familiarize students who already have a sense of wine appreciation, with "Grand Crus" from some of the world's vineyards such as France, Germany, Portugal, Spain and the U.S.A. Tasting and sampling will be the main part of the course.
Wed. 7 to 10 p.m. St.
James Campus
30 hours Fee: $37.50 Materials: $155.00
April 6 to June 8

Mixology (Cocktail Bartending)

BAR 503X

Learn to prepare the 30 most popular shaken, stirred and built drinks for use at home or as an introduction to the bartending profession. Each student works in a fully equipped individual bar.
Mon., Tues., Wed. or Thurs. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $60.00 (includes price of text)
April 4, 5, 6 or 7 to June 13, 7, 8 or 9

Mathematics & Science

For more information about Mathematics and Science courses, please call 967-1212, ext. 2481.

Mathematics I

MATH 100X

The fundamental concepts and operations of arithmetic and algebra are introduced. Further topics covered include: functions and graphs, trigonometric functions, linear equations, algebraic factoring, fractions, quadratic equations, oblique triangles, systems of linear equations, exponents and radicals.
Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
90 hours Fee: $112.50
May 3 to August 11

Mathematics II

MATH 200X

Prerequisite: MATH 100X — Mathematics I or equivalent.
Subjects include: binomial theorem, trigonometry, analytic geometry, differential calculus and integral calculus.
Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
90 hours Fee: $112.50
May 3 to August 11

Trade Calculations

MATH 605

A study of whole numbers, fractions, decimals and percentages as applied to trade problems. Other subjects include: square root calculations, the Pythagorean theorem, solutions of triangles; calculations involving circles, triangles, compound areas and volumes, manipulation of trade formulae, plane geometry applied to trade problems, mensuration, graphs, charts and trade estimating, ratio, proportion and variation.
Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
90 hours Fee: $112.50
May 3 to August 11

Medical Terminology I

ANAT 100X

An introduction to the terminology of the normal structure and functions of the various body systems as well as that of disease states. Students are also given an overview of hospital charting practices including pertinent abbreviations.
Tues. 7 to 10 p.m.
Casa Loma Campus
30 hours Fee $37.50
April 26 to June 28

Physics

Physics I

PHY 100X

Prerequisite: MATH 100X — Mathematics I (prior to or concurrent with Physics I).
This course covers the following topics: S.I. units, accuracy and error, properties of matter, work, energy and power, hydrostatic pressure, hydrostatic forces, Pascal's Law, Archimedes' Principle, earth pressures, viscosity, fluid flow, Bernoulli's Equation, heat and temperature, expansion of solids, liquids and gases, calorimetry, heat transfer, optics, illumination, wave motion, sound and acoustics.
Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $75.00
May 2 to July 11

Mechanics I

MECH 100X

Prerequisite: MATH 100X — Mathematics I or equivalent (prior to or concurrent with Mechanics I).
The basic principles of both statics and dynamics are covered along with the following topics: Statics — co-planar, parallel and concurrent force systems, friction, centroids and centres of gravity and second moments of areas. Dynamics — rectilinear motion, work, energy and power, impulse, momentum and impact.
Mon. and Wed.7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $75.00
May 2 to July 11

Mechanics of Materials

MECH 110X

Prerequisite: MECH 100X — Mechanics I (prior to MECH 110X); MATH 200X — Mathematics II (prior to or concurrent with MECH 110X).
A discussion of mechanical properties and testing, including: unit stress and strain; beam type members — statically determinate, thin cylinders and joints, resilience, torsion and combined stresses.
Mon. and Wed.7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $75.00
May 2 to July 11

Certificate in Liberal Studies

Grasp the long arm of the law, the inner-workings of the human mind, or the riddles and answers of philosophy with our Certificate in Liberal Studies. Choose from courses in psychology, sociology, philosophy, law, ethics and women's studies. Discuss with academics and lawyers the perplexing issues that face us as individuals and as a society. After the satisfactory completion of each course, students will receive a certificate of competence, and on completion of six courses will receive a certificate in Liberal Studies. With the approval of the department, courses chosen among those offered in Communications, Creative Writing or French may be substituted for some of the Liberal Studies courses. These courses may be used to fulfill elective requirements in the General Arts and Science Diploma Program. For more information, please phone 967-1212, ext. 3377.
Four courses, PSY 907, PSY 908, SOC 101X and SOC 204X are equivalent to courses offered in post-secondary day programs in business, technology and nursing. Students who plan to take one of these courses for full-time credit must obtain approval from the Chairperson of English and Liberal Studies or a designated coordinator.

Psychology — An Introduction

PSY 907

This course looks at the "why" of human behaviour. It offers the student an introduction to personality theories and therapies. Human experience in terms of sensation, perception and states of consciousness is covered. Other dimensions of behaviour included are motivation and emotion, learning and thinking, sex roles, and attitudes. Instructor: Suzanne Lacombe
Tues. and Thurs. 6 to 9 p.m. St.
James Campus
42 hours Fee: $52.50
May 10 to June 23

Psychology in the Workplace

PSY 908

In this course, basic principles of psychology are applied to the work setting. Topics discussed include personality and work, the motivation to work, working in groups, social skills and work, working in organizations, work in different cultures and job satisfaction. Instructor: Ralston Walters
Tues. and Thurs. 6 to 9 p.m.
St. James Campus
42 hours Fee: $52.50
May 10 to June 23

Sociology

Introductory Sociology

SOC 101X

Prerequisite: Grade 12 or mature student status.
This course introduces students to the sociological perspective and uses it to explore the nature of modern industrial society, with an emphasis on Canada. The course examines the basic problems of social order and social change in terms of such topic areas as the changing family, bureaucratic organization, class structure, culture within mass society, deviance and social control. Instructor: Rob Parker
Tues. and Thurs. 6:30 to 9:30 p.m.
St. James Campus
45 hours Fee: $56.25
May 10 to June 28

Law in Society

ENG 911

Prerequisite: Grade 12 or equivalent.
This course provides the student with a better understanding of how the law works in the context of modern society, reviews societal structures, groups and institutions that shape modern life, and examines practical issues relating to Canadian law. It includes an overview of the Canadian legal system with some reference to controversial issues; for example, matrimonial law. Given the growing complexity of society, and the resultant need to understand and cope with social change, this course offers a career-bound individual a valuable legal and sociological perspective. Instructor: Bill Halkiw, Toronto lawyer and sociologist.
Tues. and Thurs. 6:30 to 9: 30 p.m.
St. James Campus
42 hours Fee: $52.50
May 17 to June 30

Native Peoples and Canadian Society

ELS 917

The history of Native peoples in their relations with Europeans has been largely neglected by traditional Canadian history courses. This course offers new insights into that relationship and hence into Canadian history. Through lectures, readings and class discussions, the course focuses on the social, economic and political interactions, both past and present, that have shaped the relationships between native people and the predominant Canadian society. Instructor: Jean Manore
Mon. and Wed. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
May 9 to June 27

Philosophy

Introductory Philosophy

ELS 922

Prerequisite: Grade 12 or equivalent.
This course serves as an introduction to philosophy. Its main focus is on theories of human nature. The ideas of Plato, Sartre, Marx, Skinner, Nietzsche, Kierkegaard, Freud, and others are analyzed, discussed, and evaluated. Also covered in this course are social philosophy, ethics, aesthetics, epistemology, and the philosophy of religion. Instructor: Gerald Filson
Mon. and Wed. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
May 9 to June 27

Of Interest To Women

Women in Society

SOC 204X

Prerequisite: Grade 12 or mature student status.
In this course students explore and evaluate some of the main issues of the women's movement past and present. Why is inequality so entrenched and in what ways are the sexes truly different? These questions keep emerging in the various topics about women in the workforce and in the family: equal opportunity, day care, sexual harassment, love relationships, health care, and violence. Classes are conducted in seminar format, with presentations, some films and discussion. Students are encouraged to reflect upon their own feelings about women in Canadian society. Instructor: Megan Davis
Tues. and Thurs. 6 to 9 p.m.
St. James Campus
42 hours Fee: $52.50
May 17 to June 30

Personal Money Management for Women

ENG 914

This course is for anyone who wishes to take charge of her own finances but is confused about how to start. Students are given tools to analyze their present financial situation and a step-by-step approach for building a secure future — even if they have only a little money with which to begin. Students gain hands-on experience with record keeping and planning. Investment tools such as real estate, mutual funds, stocks and bonds, as well as myths about money, are discussed. Instructor: Deborah Read
Mon. and Wed. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
May 9 to June 27

Images of Women in Film and Literature

ENG 915

As the concept of woman changes, it is important to both men and women to examine the choices, problems and challenges that have faced and are facing women. In this course, participants consider works by and about women and think about a wide range of female characters as they are shown in literature and films. From an examination of theme, character development, plot, writing style and literary devices, participants come to a better understanding of women in literature and of their image as portrayed in film. Instructor: Kathy Casey
Tues. and Thurs. 6 to 9 p.m.
St. James Campus
42 hours Fee: $52.50
May 17 to June 30

A Workshop for Women: Your Business Matters

ENG 800

More and more women are starting up their own businesses with great success. In this course students are guided through the intricacies of starting a small business with emphasis on avoiding the pitfalls. Various aspects of starting up a business on a budget are discussed, including reasons for considering self-employment, types of business structures, sources of funding, approaching a bank, marketing the business, choosing a location, leases and bylaws, finding supplies, hiring personnel, advertising, bookkeeping and income tax. Students receive an invaluable package to assist them in making decisions about their future business. Instructor: Lynn McGuigan, Toronto businesswoman
Sat. 9:30 a.m. to 4:30 p.m.
St. James Campus
6 hours Fee: $22.00
April 30

The summer School of Dance at George Brown College is designed for serious dance students who wish to improve their technique through intensive study with professional artists. Under the careful direction of Lois Smith, the School has established a solid reputation for excellence ... excellence visible in technical as well as artistic achievement.

With the same dedication to high standards which led to her acclamation as Canada's first Prima Ballerina, Lois Smith has remained constant in her belief that balletic artistry implies much ore than technical proficiency. A career that has spanned more than 30 years and which has encompassed many of the world's great stages, has served to strengthen this conviction. In the proven tradition of master and apprentice, Lois Smith offers students of dance an opportunity to benefit from her unique experience and to share in her vision of artistic competence.

For senior students, the Summer School culminates in a series of public performances. Through these performances, in an atmosphere of professional integrity, students are made more aware of the implicit nature of their craft.

The George Brown College

School of Dance

Lois Smith, Artistic Director

The Programs

SENIOR DIVISION
July 4 to August 12, 1988
Six weeks, 26-30 hours per week.
Intermediate and Advanced levels.

CURRICULUM: Ballet, Pointe, Coaching (boys), Variations, Modern, Jazz, Spanish (Intermediate), Pas de Deux (Advanced), Rehearsals and Performances.

FEE: $650

ELEMENTARY DIVISION
July 4 to July 29, 1988
Four weeks, 21 hours per week
Pre-Elementary and Elementary levels

CURRICULUM: Ballet, Pointe, Coaching (boys), Modern, Jazz, Spanish, and Workshop.

FEE: $490

JUNIOR DIVISION
July 4 to July 29, 1988
Four weeks, 18 hours per week.
- *12 and 13 years old with 4 to 5 years previous training. (Group A)*
- *10 and 11 years old with 2 to 3 years previous training (Group B)*

CURRICULUM: Ballet, Pointe (Group A), Stretch (Group B). Mime, Jazz and Spanish.

FEE: $490

CHILDREN'S DIVISION
July 4 to July 15, 1988
Two weeks, three hours daily
July 18 to 29, 1988
Two weeks, three hours daily
- *Creative Movement: 6 to 7 years old with no previous experience necessary.*
- *Children's Ballet: 8 to 9 years old with 1 to 2 years previous experience.*

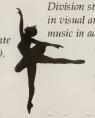
CURRICULUM: Children's Division students will receive classes in visual arts, theatre arts and music in addition to their daily dance instruction. Students may take either one or both two week sessions.

FEE: $165 (each two week session)

ADULT DIVISION
Recreational classes for adults in ballet and jazz technique are offered Monday through Thursday evenings. Classes for novices and experienced dancers are offered.

July 4 to August 12, 1988
Six weeks, variable hours
Four levels of Ballet Technique and two levels of Jazz Technique.

FEES: one class per week: $55
two classes per week: $98
three classes per week: $136
four classes per week: $171



For more information about George Brown's School of Dnace, please call 363-9945.

HOW TO REGISTER

George Brown College makes it easy for you to register by offering two convenient methods of registration. Register as soon as possible because enrolment is limited and registrations are accepted on a first-come, first-served basis.

In Person

For courses offered at Nightingale Campus and Casa Loma Campus, register at Casa Loma Admissions Office.
For courses offered at Kensington Campus, register at Kensington Admissions Office.
For courses offered at St. James Campus, register at the St. James Admissions Office.
Check the back cover of this directory for the campus' Admissions office hours.
Bring along your social insurance number.
You can pay by cash, money order, personal cheque or VISA.
Post-dated cheques are not accepted.
Full payment is due at the time of registration.

Mail Registration

Mail-in registrations must be received by the College at least three weeks before the course starts.
Avoid registration line-ups through George Brown's easy and convenient mail-in registration process:

- Please use the registration form on page 69
- Include full payment (tuition and any applicable material fees) by money order, personal cheque, or VISA.
- Print your name, course title and course code on the back of the cheque or money order.
- Write the name of the campus where registration for the course will be held on the registration form.

Mail the completed form to:

_____ Campus
(insert campus for your course here)
Part-Time Courses
George Brown College
P.O. Box 1015, Station B
Toronto, Ontario M5T 2T9

Admission Requirements

You must be 19 years old by the day your course starts. Exceptions are the special courses offered for children.
Foreign students who are not Canadian Citizens or Permanent Resident must obtain permission to register from Employment and Immigration Canada and present a Student Authorization at the time of registration.

Confirmation of Registration

Registrations are accepted on a first-come, first-served basis. Receipt of registration form by the College does not guarantee enrolment. Students registering in person will receive confirmation when they register.
If you register by mail, your registration will be confirmed by mail, time permitting.
If the course you wanted is cancelled or full, you will be telephoned or notified by mail before classes begin.
You should go to the first evening of class unless you hear otherwise.

Fee Receipts

A registration receipt bearing a cash register imprint is your official income tax receipt and must be presented for admission into class, and for transfers or withdrawals.
Mail-in registrants will receive their receipts through the mail.
Duplicate or replacement receipts will not be issued. Materials fees are not eligible for tax deduction purposes.

Room Location

Rooms will be printed on registration forms for most courses.
Others should check the main lobby on the first night of class at the campus where their course is offered.
If you need help finding a room, go to the Campus Supervisor's Office.

GENERAL INFORMATION

Counselling

Counselling services at each campus will provide you with educational, vocational and personal counselling.
Normal office hours are 8:30 a.m. to 4 p.m.
A counsellor is also available at St. James Campus on Thursdays until 6:30 p.m.
Call for an appointment:
St. James: 967-1212, ext. 3310 or 3311

Certification

Many of the courses in this calendar can lead to college diplomas or certificates. Others may lead to certification or accreditation by external professional or licensing bodies.
In both cases, requirements will be clearly outlined in the course information. For further information, contact the Counselling Department at your campus or the chairperson of the department offering your course. It is the student's responsibility to request certification.
Certificates will be prepared by the Student Records Department upon authorization by the Chairperson or Program Co-ordinator.

Advanced Standing

If you have credits from another college or educational institution, and/or related work experience, you may be eligible for advanced standing in certificate and diploma programs. Contact the Program Chairperson for details.

Grades/Credits

Graduates will receive a grade report including a short description of the course approximately one month after the course has ended.

Transfers

Requests for course transfer will be accepted only if made before the third scheduled class and if space is available. Requests for transfer must be made in person or in writing and must be accompanied by the registration receipt. Transfers will be considered as a withdrawal from the first course and a registration in the second. Full fees will apply to the second course chosen. A fee of $5 is charged for this service.

Withdrawal and Refund

If you withdraw before the third scheduled class, you are entitled to a partial refund of tuition fees.
This policy does not apply to: one-day seminars, courses of three sessions or less, or the Harbourfront Sailing courses.
Apply in person or by mail to your Campus Admissions Office. A registration receipt must be presented before any refund will be made. Non-attendance at classes does not constitute an automatic notice of withdrawal.
Fees will be refunded except for a service charge of $5 and a charge of $5 per scheduled class to a maximum of $10, depending on how many classes have passed at the time of the refund request, regardless of whether or not the student attended classes.
Where a material fee has been paid, refunds will depend upon the amount of materials already used by the student during classes. No refund is permitted on or after the start date of courses lasting one or two days.
Please allow six weeks for the processing of VISA credits and six to eight weeks for the processing and mail delivery of College refund cheques.

Course Cancellation/Changes

George Brown College reserves the right to cancel or suspend courses, combine classes, change instructors or limit enrolment. Courses will be cancelled if there is insufficient enrolment or if the instructor cannot be suitably replaced. Every effort will be made to notify students by phone.
A full refund will be made if a course is cancelled. Please allow six weeks for processing and mail delivery.
Transferees may have their original payment credited to the new course. Overpayment will be refunded by mail, or credited to charge card accounts.
Should the start of a course be postponed, registrations will be notified by telephone of there revised start dates.
Statutory holidays are not considered when advertising course termination dates. This may result in your course running a night longer if a holiday occurs during your course. The same can occur if a class is cancelled.

Financial Assistance

Financial aid is available to some part-time students taking post-secondary credit courses. To find out if you are eligible, call or visit the Student Services Office at 500 MacPherson Avenue (opposite Casa Loma Campus) 967-1212, Monday to Friday, 10 a.m. to 4 p.m.

Books and Supplies

You can buy books and supplies at Campus Bookstores. Your instructor will tell you which books you will need for the course during the first class.
For your convenience, the bookstores at the Casa Loma Campus and the St. James Campus will be open evenings, Monday to Thursday, from March 14 to May 31, 1988.
Extended hours:
Casa Loma: 4:30 to 8 p.m.:
St. James: 4:30 to 7:30 p.m.

Foreign Students

Students who are not Canadian citizens or permanent residents may need permission to register from Employment and Immigration Canada. For more information, call 967-1212 and ask for the part-time Admissions Office at the campus where your course is offered.

Senior Citizens

If you are 65 or older, you may register in any of the courses in this directory for $5.00 plus any applicable material fee except where noted. Please be prepared to supply proof of age.

Parking

All George Brown campuses are in downtown Toronto and parking may be difficult. We suggest you leave your car at home and take the TTC instead.
Call TTC information for routes to our campuses: 393-4636.

This directory is prepared several months ahead of the semester. Every effort is made to ensure that the information provided is accurate; however, some changes may take place from the time of publication.

MAIL-IN REGISTRATION APPLICATION

Please complete **all** blocks and mail the completed registration application and payment to:

_____ Campus
(insert campus for your course here)
Part Time Courses: George Brown College,
P.O. Box 1015 Station "B", Toronto, Ontario M5T 2T9

For instruction on how to register by mail, see page 68

Mail-in registrations should be received by the College at least three weeks before the course starts.

USE ONE FORM PER COURSE

PLEASE PRINT CLEARLY **FOR MAIL REGISTRATION ONLY** **COMPLETE ALL BLOCKS**

George Brown The City College

SOCIAL INSURANCE NUMBER | DAY MONTH YEAR BIRTH DATE | USE AN X: MR MRS MISS MS | NATIONAL STATUS: CDN PERM. RES. STUDENT VISA

SURNAME (LAST NAME) | GIVEN NAME AND INITIALS

HOME ADDRESS (NUMBER AND STREET) | APARTMENT NO.

CITY | PROVINCE | POSTAL CODE | PHONE NUMBER

DO YOU HOLD ONTARIO GRADE 12 OR EQUIVALENT: YES NO

EMPLOYER'S NAME | BUSINESS PHONE

TRANSFER COURSE INFORMATION FROM CALENDAR

COURSE NAME | COURSE CODE | START TIME

START DATE: DAY MONTH YEAR | CAMPUS | HOURS PER NIGHT: M T W T F S S | TUITION FEE $ + MATERIAL FEE $ = PAYMENT $

VISA CARD NUMBER **EXPIRY DATE**

STUDENT SIGNATURE **DATE**

USE ONE FORM PER COURSE

PLEASE PRINT CLEARLY **FOR MAIL REGISTRATION ONLY** **COMPLETE ALL BLOCKS**

George Brown The City College

SOCIAL INSURANCE NUMBER | DAY MONTH YEAR BIRTH DATE | USE AN X: MR MRS MISS MS | NATIONAL STATUS: CDN PERM. RES. STUDENT VISA

SURNAME (LAST NAME) | GIVEN NAME AND INITIALS

HOME ADDRESS (NUMBER AND STREET) | APARTMENT NO.

CITY | PROVINCE | POSTAL CODE | PHONE NUMBER

DO YOU HOLD ONTARIO GRADE 12 OR EQUIVALENT: YES NO

EMPLOYER'S NAME | BUSINESS PHONE

TRANSFER COURSE INFORMATION FROM CALENDAR

COURSE NAME | COURSE CODE | START TIME

START DATE: DAY MONTH YEAR | CAMPUS | HOURS PER NIGHT: M T W T F S S | TUITION FEE $ + MATERIAL FEE $ = PAYMENT $

VISA CARD NUMBER **EXPIRY DATE**

STUDENT SIGNATURE **DATE**

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Advanced CADD for Architects and Civil 43
Advanced dBASE III 13
Advanced English for E.S.L. 18
Advanced Lotus 1-2-3 13
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Advanced Records Management RM II 29
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Advanced Word Processing 36
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Basic Cruising Standard Course 5
Basic Home Repairs 4
Basic Keyboarding I 36
Basic "Live Aboard" Course For Beginners 5
Basic Portuguese 22
Bicycle Maintenance and Repair Clinic 7
Bicycle Touring 8
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Writing for the Theatre 17
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Written Business Communication 16

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Considering returning to school full-time?

These George Brown College Diploma Programs Start in September:

Health Sciences and Community Services Division
Fitness Instructor
Community Worker
Early Childhood Education
Activation Co-ordinator/ Gerentology
Child Care Worker
Human Services Counsellor
Assaulted Women's and Children's Counsellor
Dental Assistant
Dental Hygiene
Dental Hygiene (Expanded Duties)
Denture Therapy
Dental Technology
Orthotics/Prosthetics Technician
Clinical Methods in Orthotics/ Prosthetics
Diploma Nursing
Refresher Upgrading Nursing
Registered Nurse
– Critical Care
– Operating Room
– Perinatal Intensive Care
Chiropody

Technology Division
Civil Engineering Technical
Construction Engineering
– Management
Mechanical Engineering
– Machine Design
– Tool Design
– Toolmaking
– Drafting Design
– CAD/CAM
Stationary Power Plant Engineering
Air Conditioning
– Refrigeration Engineering Technician
Mechanical Engineering Technology (Tool and Machine Design)
Civil Engineering Technology
Construction Engineering Technology
Drafting Technician
Piano Technician
Architectural Technician
– Drafting
Architectural Technology
Residential Construction Management
Welding Specialist
Instrumentation Engineering Technician – Industrial
Instrumentation Engineering Technology – Industrial
Electronics Engineering
– Technology
– Technician
Electrical Engineering
– Technology
– Technician
– Technician – Design
Welding Technician
Mouldmaking Technician

Business Division
Business General
– Accounting
– Data Processing
– Marketing
Business General Physical Distribution
Business Administration
– Accounting
– Data Processing
– Marketing
Computer Programmer
Business Diploma
– Insurance
Property Management
Retail Management
Insurance
Small Business Management (Co-op)
Sales
Secretarial Arts – General
– Legal
– Medical
– Word Processing
– Word Processing Operator
– Word Processing Operator
– Word Processing – Legal
Court Reporting
– Shorthand
– Stenomask
Records and Information Management
Health Records Management

Academic Division
General Arts and Science
Dance Training
Theatre Arts

Fashion Design
Apparel Management
Creative Fashion Design
Jewellery Arts
Jewellery Repairs
Gemmology
Gem Setting
Ceramics
Engraving
Watch Repair
Clockmaking
Furniture Production and Design

Graphic Arts Division
Printing Technology
Printing Technician
Graphic Design
Graphic Sign Design & Production

Hospitality Division
Culinary Management
Hotel Management
Chef Training (Pre-Employment)
Food and Beverage Management

We also have more than 60 shorter certificate programs offered throughout the year: trades and technology, health, business, community services, hospitality, fashion, graphic arts, driver training, academic upgrading and language training. For more information, call 947-9914.

A new upgrading opportunity at no cost to you

George Brown College, in conjunction with the Ministry of Skills Development, offers a new approach to upgrading for skills training courses or successful employment. Personal assessment, diagnostic testing, and counselling will assist us in developing an individual, realistic upgrading program in mathematics, English, science, computer literacy, and hands-on skills to enable you to progress to your goals. A personal profile of competencies achieved will be provided to each student at the end of the program.

This program is designed primarily for adults 25 or older. All levels of upgrading will be offered from basic literacy and numeracy through equivalent grade 12 subjects.

Some assistance for disadvantaged persons may be available to assist with daycare support, transportation, and accommodation when it is indicated by a needs assessment.

Courses start each Monday at no cost to you

To book your appointment, call 967-1212, ext. 2460, 2461, 2462.

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Where to find us

Admissions offices' hours: March 14 – April 29

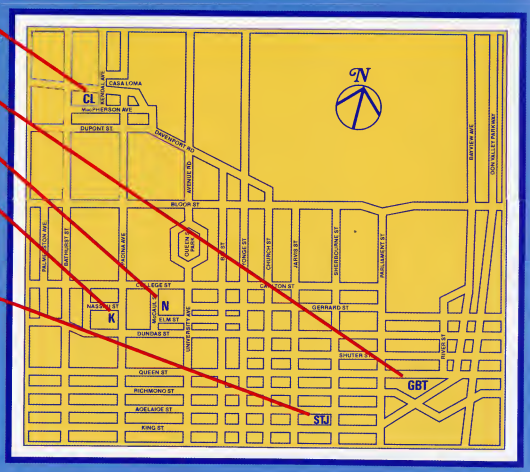
Casa Loma Campus
160 Kendal Avenue
Mon. to Thurs., 10 a.m. to 7:30 p.m.
Fri., 10 a.m. to 4:30 p.m.

George Brown Theatre
530 King St. E.

Nightingale Campus
2 Murray Street
Students register at
Casa Loma Campus

Kensington Campus
21 Nassau Street
Mon. to Thurs., 10 a.m. to 7:30 p.m.
Fri., 10 a.m. to 4:30 p.m.

St. James Campus
200 King Street E.
Mon. to Thurs., 10 a.m. to 7:30 p.m.
Fri., 10 a.m. to 4:30 p.m.



Admissions offices' hours: May 2 – September 2

Casa Loma Campus
Mon. to Thurs., noon to 6 p.m.
Fri., noon to 4:30 p.m.

Kensington Campus
Mon. to Thurs., noon to 6 p.m.
Fri., noon to 4:30 p.m.

St. James Campus
Mon. to Thurs., noon to 6 p.m.
Fri., noon to 4:30 p.m.

Please note: *Admissions offices will close at 3:30 p.m. on May 20, July 29 and September 2.*

20th Anniversary
George Brown The City College

George Brown College of Applied Arts and Technology
P.O. Box 1015, Station B, Toronto, Ontario M5T 2T9 947-9914
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